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NATIONAL COLLEGE
of Business & Technology

GENERAL CATALOG
2006 - 2008

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and
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GENERAL INFORMATION

HISTORY

National College of Business and Technology (National College) is a private institution of higher education dedicated mainly to offer associate degree programs in the health, business and technology fields as well as bachelor’s degree programs in Education, Nursing, Business and Office Systems, among others. It was incorporated under the laws of the Commonwealth of Puerto Rico on September 8, 1982, file number 52,584. It began its educational programs in Bayamón on July 1982. In 1984 it opened the Arecibo Branch Campus, in Arecibo, Puerto Rico and in 2003 the Northeast Branch Campus in Río Grande, Puerto Rico.

A Steering Committee organized by Mr. Jesús Siverio Orta, Esq., in 1980, worked on the planning and organization of the institution. On April 1st, 1982, National College began its educational operations in Bayamón and, in June of the same year, the Committee acquired the Polytechnical Community College. At the same time, the Institution obtained from the Puerto Rico Department of Education its operating license with the same rights, privileges and obligations as the predecessor Institution.

The initial programs offered were Pharmacy Assistant, and Secretarial Sciences. The first group of students from these two programs graduated in July, 1983.

National College initiated its educational program with four classrooms on the third floor of the Ramos Building located in the city of Bayamón. To complement the educational programs offered at that time the facilities also included a Typing Laboratory, Pharmacy Laboratory and a Library.

In a short period of time the Institution won the confidence and the respect of the Bayamón and Arecibo communities and of all Puerto Rico which facilitated its accelerated and constant development. At the present time, National College’s physical facilities at the Bayamón Campus consist of a five story building.
where it occupies about 40,000 square feet all with a central air conditioning system. The Arecibo branch campus is located in a 42,000 square foot fully air conditioned building. The Northeast Branch Campus is located in a 28,000 square foot air conditioned building. The National College buildings at each of the campuses are easily accessible from different areas in Bayamón, Arecibo and Northeast, Puerto Rico as from adjacent towns. Each campus is located at a short distance from the city’s main roads. This is in accordance with the Institution’s objective of maintaining educational services at an attainable level for the socioeconomically disadvantaged population within our society. Each campus’ strategic location and the ease with which transportation is available offers the students a real alternative to study.

At the present time the combined facilities for educational development consist of appropriate and sufficient classrooms and modern laboratories for computer instruction, electronic technology, dental assistant, pharmacy technician, nursing, and multidisciplinary laboratories of Science which offer service to the various Health and Sciences courses. The Library has a combined area that includes a computer station with several computers for use by students as well as a multiple purposes room. In addition to the habitual paper bound collection it also includes CD ROM's, electronic data bases, video collection, periodicals, Internet, and other resources available to students which are continuously being developed and updated. It also has adequate offices for administrative personnel as well as independent study facilities for students.
MISSION

We at National College are committed to the development of educated individuals, competent in their technical or professional field, with an attitude to learn throughout their whole life and capable of successfully becoming a part of the job market and contributing effectively to the economic, social and political progress of the local and global geographic area where they decide to work and live.

Our collegiate environment will be one conducive to learning in which the student will derive the highest satisfaction both from the academic offerings as well as from the quality of student, academic and administrative services received which will motivate him to remain studying and make him proud of belonging to National.

INSTITUTIONAL GOALS

1. Contribute to the development of educated individuals, competent in their profession or technical field, through a healthy academic environment, based on social, ethical and moral values, a solid general education component and carefully planned academic programs.

2. Contribute to the social and economic progress of Puerto Rico and society by the preparation of professionals and competent technicians, capable of examining and adapting to change and with an attitude geared to learning throughout their whole life.
ACCREDITATION AND ASSOCIATIONS

National College is authorized and accredited by the Council of Higher Education of Puerto Rico to offer Bachelor’s and Associate Degrees, and by the General Council of Education of the Commonwealth of Puerto Rico to offer certificate programs. It has also been designated as a “Colegio Universitario” by the Puerto Rico Council of Higher Education.

It is also accredited by the Accrediting Council for Independent Colleges and Schools (ACICS - Suite 980, 750 First Street, NE Washington, D.C. 20002-4241, Tel. (202) 336-6780 to offer academic Bachelor’s and Associate’s degrees and certificate programs. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Institution is certified by the United States Department of Education as an eligible institution to administer Title IV Federal funds. The Institution is also authorized by the Department of Veterans Affairs to enroll eligible veterans.

The Institution is a member of the National Academic Advising Association, the Puerto Rico Association of Private Education, the Career College Association, and the Puerto Rico Continuing Education Association. Membership is also maintained in the National Association of Student Financial Aid Administrators, the Eastern Association of Student Financial Aid Administrators, the Puerto Rico Association of Student Financial Aid Administrators, the American Association of Collegiate Registrars and Admissions Officers, and in the National Association of Collegiate and University Business Officers.
GOVERNANCE

The governance of National College is carried out by its Board of Directors. The Board of Directors has the responsibility of establishing and assuring that the philosophy, mission, and goals of the Institution are accomplished. It also analyzes and approves all decisions which establish institutional policy and development. Currently, the Board is composed of the following members:

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José Córdova, CPA ..................................VP of Administrative Affairs
Jesús Siverio-Orta, Esq.............................VP of Planning and Development
Desi López-Padilla.................................VP of Financial Aid and Compliance

At the same time, the day to day operations are in charge of an Executive Committee of the Institution which is composed of the following members:

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Guillermo Nigaglioni, CPA................................President EduK Group
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Desi López-Padilla.......................................VP of Financial Aid and Compliance
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Daliana Rivera-Rivera .................................Institutional Effectiveness Director
Francisco Núñez-Aquino ..............................Executive Director
of Arecibo Branch Campus
Lourdes Balseiro-Astor................................Executive Director
of Río Grande Branch Campus

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AND TECHNOLOGY ADMINISTRATION

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BA, 1968, University of Puerto Rico

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CÓRDOVA-MEDINA, JOSÉ A. ......VP OF ADMINISTRATIVE AFFAIRS
CPA, 1993
BBA, 1993, University of Puerto Rico

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BA, 1976, Interamerican University of PR

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MA, 1974, Montclair State College, New Jersey
BA, 1973, City College of New York

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MA 1986, Catholic University of Puerto Rico
BA, 1984, Catholic University of Puerto Rico

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Cardoza-Orlandi, Emma ........ACCOUNTS PAYABLE OFFICER

Castillo-de Jesús, Ramona ............MAINTENANCE OFFICER

Collazo-López, Evelyn ............MARKETING OFFICER
MA, 2006, Metropolitan University
BBA, 1997, Interamerican University of Puerto Rico

Cruz-Herrera, Iris V ......ADMINISTRATIVE ASSISTANT

Cruz-Rivera, Elizabeth ..........FINANCIAL AID DIRECTOR

Cruzado-Arce, Miguel ........MAINTENANCE OFFICER

Cuevas-Munet, Misael ..........SYSTEM ADMINISTRATOR
DÍAZ-SÁEZ, OSVALDO ……….. SECURITY OFFICER

FIGUEROA-RODRÍGUEZ, ADADÍN ……….. MAINTENANCE OFFICER

GONZÁLEZ-RODRÍGUEZ, BLANCA ……….. MARKETING COORDINATOR

GONZÁLEZ-SANTIAGO, NEREIDA ……….. FINANCIAL AID OFFICER

LÓPEZ-GREEN, HÉCTOR ……….. SECURITY COORDINATOR

LÓPEZ-PAGÁN, FRANCISCO ……….. SECURITY OFFICER

LOZADA-GONZÁLEZ, DIANA ……….. FINANCIAL AID OFFICER

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MARRERO-FIGUEROA, JOSÉ ……….. SECURITY OFFICER

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ORTEGA-CRUZ, Lisa M.....................RETENTION COORDINATOR
BBA, 1991, University of Puerto Rico

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ORTIZ-RAMOS, Wilberto....................SENIOR SYSTEMS PROGRAMMER
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MBA, 2004, Interamerican University
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MLS, 1989, University of Puerto Rico  
BA, 1970, University of Puerto Rico
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BBA, 1998, Interamerican University of PR

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TORRES-PINTADO, NORBERTO ....... AUXILIARY SERVICES OFFICER

TORRES-ROJAS, AMARILYS .......... BURSAR OFFICER

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ÁLVAREZ-LEBRÓN, JUAN F. ...........SECURITY OFFICER

ARROYO-GONZÁLEZ, JOSÉ M. ...COMPUTER TECHNICIAN

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BORDOY-COLLAZO, MARIA..........ADMINISTRATIVE
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CARRASQUILLO-DEL VALLE, ÁNGELA.......CAFETERIA
OFFICER

CASANOVA-SERRANO, LISANDRO.........SYSTEMS
BBA, 2003, American University of PR

CORREA-SANTIAGO, LISSETTE.......ADMISSIONS OFFICER
BED, 2004, National College

COTTO-ROJAS, MARÍA...............EVENING SERVICES
MAE, 2002, Catholic University

FLORES-CRUZ, LUIS A...............COMPUTER TECHNICIAN
BEd, 2004, National College

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GONZÁLEZ, JUDERKYS..........RETENTION COORDINATOR
MSW, 2003, Interamerican University
BA, 2002, University of Puerto Rico

GONZÁLEZ-ARCE, MARGARITA..................LIBRARIAN
MLS, 1983, University of Puerto Rico
Med, 1978, University of Puerto Rico
BA, 1971, University of Puerto Rico

GONZÁLEZ-GONZÁLEZ, JAZMÍN.......REGISTRAR OFFICER

GONZÁLEZ-MALDONADO, GUILLERMO........PHYSICAL
FACILITIES COORDINATOR

GONZÁLEZ-MERCADO, MOISÉS..........SECURITY OFFICER

HEREDIA-LÓPEZ, EDIA..........ADMINISTRATIVE ASSISTANT

HERNÁNDEZ-RAMIREZ, LILIANA.......ADMINISTRATIVE
ASSISTANT

IRIZARRY-LÓPEZ, JACQUELINE.......REGISTRAR OFFICER
BBA, 1995, Interamerican University of PR

LÓPEZ-GONZÁLEZ, ZEIDA...............ADMINISTRATIVE
ASSISTANT

LUGO-TORRES, HÉCTOR..............SECURITY OFFICER

MALDONADO-CONCEPCIÓN, EDWIN.......MAINTENANCE
OFFICER

MÉNDEZ-SANTIAGO, ELIZABETH.....REGISTRAR OFFICER

MERCADO-PÉREZ, MARIBEL.........ADMISSIONS OFFICER

MORALES-VALENTÍN, EDWIN.........SECURITY OFFICER

MOYA-RUÍZ, YADIRA...............ADMINISTRATIVE
ASSISTANT
MUÑIZ-VÁZQUEZ, CARLOS..................................SECURITY COORDINATOR

NÚÑEZ-AQUINO, CARMEN..........................COUNSELOR
MA, 2002, Interamerican University of Puerto Rico
BA, 1989, Interamerican University

NÚÑEZ-AQUINO, FRANCISCO........EXECUTIVE DIRECTOR
Ph.D., 2005, Pontifical Catholic University of Puerto Rico
MA, 1992, Interamerican University of Puerto Rico
BA, 1983, University of Puerto Rico

OCASIO-VALLE, ENEIDA..................ASSOCIATE EXECUTIVE DIRECTOR
MA, 1991, Interamerican University of Puerto Rico
BA, 1982, Interamerican University of Puerto Rico

ORTZ-CUEVAS, WILNELIA...............LIBRARIAN ASSISTANT

PAGÁN-ALEMÁN, MERCEDES............ADMISSIONS AND MARKETING DIRECTOR
MA, 2004, Interamerican University of Puerto Rico
BBA, 1993, Electronic Data Processing College

PAGÁN-GONZÁLEZ, JOEL...............SECURITY OFFICER

PÉREZ-MATOS, JOHANA...............BURSAR DIRECTOR
MBA, 2006, Catholic University
BBA, 1999, University of Puerto Rico

PÉREZ-RÍOS, YAHAIARA...............CAFETERIA OFFICER

PÉREZ-RODRÍGUEZ, JOSÉ A............AUXILIARY SERVICES OFFICER
BBA, 2002, American University

PÉREZ-VÉLEZ, ARCADIO........MAINTENANCE OFFICER

PLUMEY-SERRANO, GILBERTO........MANINTENANCE OFFICER

QUIÑONES-ROBLES, EVELYN..........FINANCIAL AID DIRECTOR
BBA, 1984, Interamerican University of Puerto Rico

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RAMOS-VÉLEZ, MARÍA DEL C. ..................CAFETERIA COORDINATOR

RIVERA-CASTRO, MARILYN........FINANCIAL AID OFFICER BBA, 2004, Interamerican University of Puerto Rico

RIVERA-CENTENO, ÁNGEL L. ....MAINTENANCE OFFICER

RIVERA-ZAMOT, CARMEN N........PLACEMENT OFFICER BBA, 1995, American University

RIVERA-REYES, LEILA X...............ADMISSIONS OFFICER

RODRÍGUEZ-RAMOS, RUBÉN..............MAINTENANCE OFFICER

ROMÁN-MOYA, WANDA..................FINANCIAL AID OFFICER

ROSA-CORTÉS, LUIS E. ................SECURITY OFFICER

ROSARIO-CRUZ, JOSÉ A. ..............STUDENT AND SPORT ACTIVITIES COORDINATOR BA, 1993, Interamerican University of PR

RUÍZ-OCASIO, DAISY..........................REGISTRAR MA, 2005, Universidad Central de Bayamón BA, 1990, University of Puerto Rico

TORRES-AGUILAR, VIVIANA........MARKETING OFFICER


VALE-VARGAS, BRENDA L..............MARKETING OFFICER BBA, 2003, University of PR

VALENZUELA-NÚÑEZ, JOHANNA........ADMINISTRATIVE ASSISTANT BA, 2005, University of PR

VALLE-COLÓN, IRIS......................MAINTENANCE OFFICER
ARECIBO BRANCH CAMPUS
FACULTY

ACEVEDO-VIRUET, MARÍA………………INFORMATION TECHNOLOGY
MBA, 2000, University of Phoenix
BS, 1992, University of Puerto Rico

ADAMES-CRUZ, IRIS, M………………INFORMATION TECHNOLOGY
MA, 2003, Interamerican University of Puerto Rico
BS, 1980, University of Puerto Rico

BARRETO-VELÁZQUEZ, GRELLIANE…………SPANISH
MA, 2000, University of Phoenix
BA, 1994, University of Puerto Rico
AD, University of Puerto Rico

BATISTA-GONZÁLEZ, MADELINE……………NURSING
MSN, 2004, University of Puerto Rico
BSN, 1989, Interamerican University of Puerto Rico

BRAVO-RODRÍGUEZ, MARÍA DE LOS A…………SPANISH
MA, 1991, University of Puerto Rico
BA, 1985, University of Puerto Rico

CAJIGAS-CAJIGAS, JOSÉ M………………ELECTRONICS
BS, 1997, University of Puerto Rico
AD, 1985, University of Puerto Rico

CASANOVA-OCASIO, ALICE………………SPANISH
MA, 2006, Caribbean University
BA, 2004, Universidad del Este

COLLAZO-BENCON, LYDIA………………ACADEMIC AFFAIRS DIRECTOR
MA, 1997, Interamerican University
BA, 1986, University of Puerto Rico

COLLAZO-DÁVILA, NAYDA DE LOS A…………SOCIAL SCIENCES
MA, 1997, Interamerican University of PR
DELGADO-OJEDA, YOLANDA  .................................. BUSINESS
MBA, 2000, University of Phoenix  
BA, 1992, American University  
AD, 1985, University of Puerto Rico

FLORES-PÉREZ, AIXA M.  .................................. NURSING
MSN, 1998, University of Puerto Rico  
BSN, 1983, University of Puerto Rico  
AD, 1981, University of Puerto Rico

GÓMEZ-SEDÁ, GREGORIO  .................................. MATHEMATICS
MBA, 2001, Webster University  
BA, 1994, Warner Southern College

LÓPEZ-MONTIJO, ZAHIRA  .................................. EDUCATION
MA, 2005, Interamerican University of PR  
BS, 1985, University of Puerto Rico

MELÉNDEZ-CASTRO, IRMA  .................................. INFORMATION TECHNOLOGY
MBA, 1996, Sacred Heart University  
BS, 1985, University of Puerto Rico

MORALES-MERCADO, JUAN  .................................. NURSING
MS, 2000, University of Puerto Rico  
BS, 1985, University of Puerto Rico

OCASIO-REILLO, ANA  .................................. INFORMATION TECHNOLOGY
BS, 1984, University of Puerto Rico

PADÍN-GUMÁ, WANDA  .................................. BIOLOGY
MA, 2000, University of Phoenix  
BS, 1988, University of Puerto Rico

PÉREZ-LUGO, ARNALDO  .................................. DENTAL ASSISTANT
DS, 1983, Autonomous University of Puebla, México

QUIJANO-RIVERA, AMELIA  .................................. ENGLISH
MA, 1985, Interamerican University of Puerto Rico
ROMÁN-SUÁREZ, JOSEPH ........................ NURSING
MSN, 2003, University of Puerto Rico
BSN, 1998, University of Puerto Rico

TORRES-PÉREZ, CLOTILDE .................. OFFICE SYSTEMS
MA, 2000, Interamerican University of Puerto Rico
BA, 1985, University of Puerto Rico

TORRES, LINETTE .......................... PHARMACY TECHNICIAN
PharmD, 2005, University of Puerto Rico

TOSADO-ÁVILA, CARMEN G. .............. OFFICE SYSTEMS
MA, 2002, Interamerican University of Puerto Rico
BA, 1998, Interamerican University of Puerto Rico
NORTHEAST BRANCH CAMPUS
ADMINISTRATION

AGOSTO-GAUTIER, CARLOS L. .................. SYSTEM ADMINISTRATOR

AGOSTO-PAGÁN, KENSLY .......... SYSTEM ADMINISTRATOR

ALVIRA-GONZÁLEZ, LESLIE A. .............. ADMISSIONS OFFICER
BA, 2003, Interamerican University of Puerto Rico

BALSEIRO-ASTOR, LOURDES M. ............ EXECUTIVE DIRECTOR
MA, 1999, Central University of Bayamón
BPH, 1981, University of Puerto Rico

BURGOS-JIMÉNEZ, JORALDA .......... ADMINISTRATIVE ASSISTANT

CALDERÓN-SANTIAGO, MYRIAM .......... MARKETING OFFICER
BA, 1982, University of Puerto Rico

CARBALLO-BETANCOURT, MARTA ........... COUNSELOR
BA, 1990, University of Puerto Rico

CARRASQUILLO-GALLAGA, JORGE L. ...... PLACEMENT OFFICER
BBA, 2004, University of Puerto Rico

DÍAZ-SÁEZ, NELSON ............... FINANCIAL AID DIRECTOR
BBA, 2001, American University

ENCARNACIÓN-CORREA, JOEL .......... STUDENT ACTIVITIES AND SPORT COORDINATOR

FIGUEROA, HÉCTOR ................... SECURITY OFFICER

FORTIS-TORRES, MARÍA V. ........ MAINTENANCE OFFICER
FUENTES-RAMÍREZ, TOMÁS…………SECURITY OFFICER

GARCÍA-CRUZ, EDDIE…………FINANCIAL AID OFFICER
BA, 1997, Catholic University of Ponce

GARCÍA-SALDAÑA, BRENDA……LIBRARIAN ASSISTANT

GONZÁLEZ-MILIÁN, FRANCIS Y. ………ADMINISTRATIVE ASSISTANT

GONZÁLEZ-OYOLA, DANIEL…………SECURITY OFFICER

GUTIÉRREZ-FUENTES DIALMARIE…………LIBRARIAN ASSISTANT

GUZMÁN-QUIÑONES, NICOLÁS………SECURITY OFFICER

LEBRÓN-LÓPEZ, NORAIDA…………REGISTRAR OFFICER

LÓPEZ-CALO, LILLIAM………………REGISTRAR OFFICER

LÓPEZ-ROSA, ILEANA…………………BURSAR OFFICER

LÓPEZ-SANTOS, WINNETKA…………..RETENTION COORDINATOR
BA, 1999, University of Puerto Rico

LÓPEZ-ZAMBRANA, JOAN E. ………ADMINISTRATIVE ASSISTANT

MARTÉ JIMÉNEZ, ELIZABETH……ACADEMIC DIRECTOR
MBA, 2005, University of Phoenix
BA, 1998, Sacred Heart University

MATOS-JIMÉNEZ, HÉCTOR J. ………ADMISSIONS OFFICER

MELÉNDEZ-ADORNO, JOHANNE…………..REGISTRAR
BBA, 1991, Interamerican University of Puerto Rico

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ORTIZ-GARCÍA, JOSÉ ............... MAINTENANCE OFFICER
ORTIZ-PASTRANA, RAÚL ........... MAINTENANCE OFFICER
PADILLA-MONTAÑEZ, ÁNGEL L. .... SECURITY OFFICER
PÉREZ-DE JESÚS, BENICIO ........ SECURITY OFFICER
PÉREZ-ROBLES, CARLOS .......... SECURITY OFFICER
RAMOS-MARTÍNEZ, CÉSAR ......... MARKETING OFFICER
REYES-CARATINI, RUTH......... LIBRARIAN ASSISTANT
RIVERA-DÍAZ, JACKELINE ......... ADMINISTRATIVE ASSISTANT
RIVERA-ENCARNACIÓN, AXA L. .... RECEPTIONIST
RIVERA-GARCÍA, MIRDA D. ........ LIBRARIAN
RIVERA-PIÑERO, JUAN RAMÓN ... MAINTENANCE AND SECURITY COORDINATOR
RIVERA-RODRÍGUEZ, LILLIAN .... FINANCIAL AID OFFICER
ROSA-BÁEZ, VANESSA ......... MAINTENANCE OFFICER
SIERRA-ORTIZ, ZENAIDA ......... ADMINISTRATIVE ASSISTANT
VARGAS-TORRES, WALESKA .... LIBRARY DIRECTOR
MA, 2001, Turabo University
BA, 1997, University of Puerto Rico
VIZCARRONDO-NIEVES, GLORIMAR .......... FINANCIAL AID OFFICER

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NORTH EAST BRANCH CAMPUS
FACULTY

AGOSTO-ROBLES, GLENDA .........................BIOLOGY
BS, 1998, Interamerican University

BÁEZ-GARCÍA, SERGIO ..............ENGINEERING ELECTRONICS
BS, 1987, Interamerican University of PR

CEDEÑO-APONTE, SONIA .........................NURSING
MS, 2000, Pontifical Catholic University of Puerto Rico
BS, 1994, Pontifical Catholic University of Puerto Rico

CRUZ-RIVERA, OLGA .........................CHEMISTRY
BS, 1998, Interamerican University

CRUZ, VILMA .................................OFFICE SYSTEMS
BA, 2003, University of Puerto Rico

FELICIANO, MAYRA LEE .....................MATHEMATICS
MBA, 2000, University of Puerto Rico
BS, 1995, University of Puerto Rico

IBERN-CARABALLO, JOSÉ A ............DENTAL ASSISTANT
DDS, 1991, New York University
BS, 1988, Interamerican University of PR

LEÓN-IRIZARRY, LUZ L .............PHARMACY TECHNICIAN
BS, 1974, University of Puerto Rico

MACHUCA-TORRES, EDGARDO ..................SPANISH
BA, 2000, Metropolitan University
MELÉNDEZ, IRIS B.  
OFFICE SYSTEMS  
BA, 1992, Interamerican University

NAVARRO-PIZARRO, RAFAEL  
BUSINESS  
BA, 2002, University of Puerto Rico  
ADMINISTRATION

RIVERA-RIVERA, NYDIA M.  
ENGLISH  
BA, 1985, University of Puerto Rico
**Location and Facilities**

The main campus is located in Bayamón at the National College Plaza, a five story building, formerly “Edificio Ramos”, in the center of the business area of the city of Bayamón, Puerto Rico. This location assures students easy access to the Institution by public or private transportation. The regional bus terminal that serves the district of Bayamón, and more than thirty towns is across the street from the Institution. There is also a train station within walking distance of the Institution.

The Arecibo Branch Campus is located in the two story Arecibo Centro Plaza Building, in the central part of the city of Arecibo. This location is conveniently located and accessible to all students by public and private transportation. All classrooms and laboratories are centrally air conditioned.

The Northeast Branch Campus is located in a two story building at Km. 22.1 on State Road No. 3, Ciénaga Baja Ward in Río Grande. This location is also easily accessible by public and private transportation as it is situated right off a major highway.

**Parking**

At all campuses, unless otherwise stated, parking is provided at no cost to students on a first come, first served basis. A student identification card is required for its use. Neither the Institution nor any of its officers or employees, assumes any responsibility for damages to any cars in its parking lots nor for theft of any personal belongings left in any car.

**Housing and Transportation**

The Institution does not provide housing for students. Facilities are easily reached by both public and private transportation. If any student needs accommodations, the Institution may recommend several options available.
Educational Resources

Educational resources are those academic support services provided by the Institution to students, faculty, administration and alumni. These resources consist of Computer and Word Processing Laboratories, Dental, Nursing, Pharmacy, Chemistry, and Electronic Technology Laboratories, and the Center of Educational Resources with access to modern technology.

Computer Equipment

At the Main Campus in Bayamón there are ten (10) computer laboratories including a networks lab and simulated office.

At the Arecibo Branch Campus we have six (6) computer laboratories including a networks lab and simulated office.

At the Northeast Branch Campus there are three (3) computer laboratories including a networks lab.

Educational Resources Centers

The Educational Resources Centers of National College are equipped with complete up-to-date collections of periodicals and other resources related to the academic programs offered by the Institution. The collections also include general and specialized encyclopedias, dictionaries, handbooks, textbooks, general and specialized newspapers, periodicals, and audiovisual equipment and materials, such as: laptop, data show, computers, overhead projectors, color TV, video and DVD players and cassette recorders. Students also have access to the EBSCO data base which includes 2,000 periodicals, most of them available in full text. Users can connect to the library from their home through the library catalog. Both libraries have the traditional as well as computerized on-line catalogs interconnected within campuses. In addition, the Centers have access to a wide spectrum of information through the Internet and UPRENET web services.
The Centers’ services include, at each campus, the availability of study and reading sections with appropriate equipment and well organized collections so that resources can be easily located. The Centers have developed policies to facilitate the lending and circulation of books and materials, as well as for the use of the technology. Added to the users instruction on library services is the information literacy program which allows students to seek on their own the information needed throughout their lives. Besides the Library Directors, there is additional support personnel at each site. Daily communication and inter-library loans of all library materials are provided for the improvement of the services at all three campuses. Library services are offered mostly from 7:30 a.m. to 9:00 p.m. Itineraries may vary between campuses depending on student’s needs.
STUDENT AFFAIRS

All students admitted at National College receive a copy of the “Student Consumer Information Manual”. This manual states the responsibilities and rights of students enrolled in the Institution as related to the financial aid programs available, the institution’s academic programs, and facilities. A “Student Regulations Manual”, an “Academic Progress Standards Policy”, and other policies and procedures are also provided to students.

Special Projects

The Student Affairs Office is in charge of providing services to the student population including those students participating in special projects. These are mostly students referred by different consortia of municipalities participating in job training programs and also from the local Department of Labor. The Student Affairs Office also prepares the different proposals requested for these training services.

Counseling and Guidance

Counseling and guidance services are offered to all students to help them fulfill their educational goals.

These services include vocational and academic orientation, personal or group counseling, group discussions, referral services, workshops, support services through student associations and guidance and counseling to special groups. The office of Counseling and Guidance prepares different activities to inform students about the negative consequences of alcohol, drugs and violence, among other information. It also works closely with the Registrar’s Office in the evaluation and counseling regarding the standards of academic progress. The Counseling and Guidance Office also maintains contact with the faculty in order to address any situation which may occur in the institution and may require a referral to the Discipline Committee.
**Student Associations**

These Associations are sponsored by the office of Student Affairs and/or the academic department. The Associations aim to highlight qualities of leadership, responsibilities and dynamism among their student members.

**Placement Counseling Service**

The Placement Counseling Office aids students and graduates to obtain gainful employment by providing job market information. It advises students regarding resume preparation, job interviews and job offers. It is also responsible for the development of relationships with employers and referrals of students to prospective employers. An employment skills workshop is provided to prospective graduates. Every year a Job Fair is held for students who are candidates for graduation, continuing students, graduates and the community.

**Student Activities, Sports and Student Center**

The Student Activities, Sports and Student Center offers students a variety of cultural, social, educational, prevention and recreational activities all of which promote an environment conducive to the student’s growth and personal development.

Student identification cards can be obtained from this area. Student publications such as the “Ritmo Estudiantil” newsletter as well as other periodical type newsletters are produced here. A variety of sports such as volleyball, softball, basketball, table tennis and others are available to students to enable them to compete and share with their fellow students from the main and branch campuses. Intercollegiate tournaments are also promoted to encourage in students the spirit of competition and excellence. Activities with the community are encouraged, such as Red Cross blood donations and other activities with social character to promote a better quality of life.

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Other Student Services Offices

Admissions

The Admissions Office is responsible for providing information regarding all academic programs offered at National College. This office evaluates the applications of candidates for admission. During an interview with the candidate the student receives information with respect to the admissions process as well as Institutional policies, rules and regulations.

Admission Requirements

Documents to be presented in order to be considered for admission are:

1. Complete and submit an enrollment application for admission.
2. Present an official high school transcript, evidence of having passed the high school equivalency test or their recognized equivalent.
3. Present the test results of the College Entrance Examination Board, SAT, or in its absence, take the Entrance Examination offered by the National College. This particular requirement will not apply to transfer students.
4. If less than 21 years of age, present the inoculation certificate issued by the Puerto Rico Health Department. The Institution offers a service to students to help them comply with this requirement for a fee.
5. It is required that each student have an admission index of at least 176 points to be admitted into any of the certificate or associate degree programs with the exception of the Pharmacy Technician program. To be admitted in the Pharmacy Technician Program, a high school graduation index of at least 2.00 and an admission index of at least 220 points is required.
6. For any of the Bachelor’s Degree Programs which require a state certification or licensing exam, candidates must have a high school grade point average of at least 2.25 and an admissions index of at least 225.

7. For the other Bachelor’s Degree Programs candidates must have an admission index of at least 176 points.

8. Candidates with special qualifications who do not meet the minimum admission index may be evaluated by an Admission’s Committee. This committee which has representation from the Department Directors, and the Counseling Department decides which of these candidates are admitted.

The Admission’s Committee will evaluate the candidates that did not obtain the minimum admission index. Such evaluation may be done at the request of the student or upon the recommendation of the Admission’s Office. The committee will consider the following as mitigating circumstances which if two or more are met would make the candidate eligible for admission contingent upon the results of the evaluation.

a. Be 21 years of age or older
b. Have work experience
c. Be head of family
d. Have special studies (continuous education) after high school
e. Demonstrate special interest during the interview
f. Present recommendation letter from the high school counselor

If in the opinion of the committee, the candidate meets two or more of the above criteria, the student will qualify to be evaluated for admission. The committee may also recommend for those students admitted a limited course load, closer or more frequent follow-up and even special monitoring.
Formula for computing the admission’s Index:

The high school index is multiplied by 100. The College Entrance Examination Board is divided by 100. The sum of these products is equivalent to the Admission’s Index.

For example: a student with a high school graduation index of 2.00 and 2,000 points in the College Entrance Examination board test will accumulate an admission index of 220 points. The admission index will be computed using the following formula:

\[(G.P.A. \times 100) + (C.E.E.B. \div 100) = Admission \text{ Index} (A.I.)\]
\[(2.00 \times 100) + (2,000 \div 100) = A.I. \ 200 + 20 = 220 \text{ Admission Index}\]

The use of this formula will permit applicants to use their high school record and academic potential to the maximum.

Those candidates who for reasons beyond their control, such as economic reasons were not able to take the College Board exam, will be permitted to take the National College Entrance Exam.

Newly admitted students are encouraged to attend an orientation institution prior to their class start.

Graduates of Allied Health and Education programs are reminded that they are required by law to take an exam offered by the various Boards that oversee these professions to obtain their licenses. A good conduct certificate is required in some Allied Health Programs.
TRANSFER STUDENTS

An applicant who has studied in an accredited higher education institution, and is in good standing, may apply for admission as a transfer student under the following conditions:

1. For a Certificate or Associate Degree program the applicant must have approved a minimum of six (6) credits with a grade of “C” at least. Credits approved with less than “C” will not be considered for transfer.

2. For the Bachelor’s Degree Programs which require a state certification or licensing exam, the applicant must have approved a minimum of twelve (12) credits with a grade point average of 2.25. Credits approved with less than “C” will not be considered for transfer.

3. For the Bachelor’s Degree in Education with major in Health Education, students with an undergraduate degree in the health field with a grade point average of 2.25 or more, can be admitted to this Bachelor’s Degree. Degree credits will be totally accepted and the student must enroll in the bachelor’s degree to complete a maximum of 125 credits, where 67 specific credits will be required to be taken.

4. For the other Bachelor’s Degree Programs, the applicant must have approved a minimum of twelve (12) credits with a grade point average of 2.00.

5. Submit an official transcript from the institution where the student is transferring from and a high school transcript, if applicable.

6. Complete and submit an application for admission.

7. Complete the form used for transfer students.
8. Once the official transcript is received, the student is admitted and his record is completed. In addition, the courses requested for transfer are reviewed taking into consideration the description, number of credits and their equivalency with our general catalog. Only those courses with an equal or greater number of credits as compared to the equivalent course at National College will be considered for transfer as per the course description.

9. Courses accepted for transfer credit are determined in accordance with institutional policy, up to a maximum of 50% of the total of required credits for the program. A student may accumulate up to 50 percent of the total credits in his program by means of transfer credits, competency exams, portfolio or a composite of both.

10. The Registrar’s Office will notify students which courses have been accepted for transfer.

11. There are certain courses which are not transferable. In all cases, the student should consult with his academic department director.

12. National College does not guarantee the transferability of any of the credits from its programs to other institutions of higher education.
FINANCIAL AID OFFICE

National College of Business and Technology offers financial aid to students who are eligible for the programs currently administered by the Institution. The aid offered to each eligible student is subject to the availability of funds for the specific award year. The Financial Aid programs currently available at the Institution are the following:

• Federal Pell Grant Program
• Federal Family Education Loans Program
• Federal Work Study (FWS) Program
• Federal Supplemental Educational Opportunity Grant (FSEOG) Program
• Supplementary Educational Aid Program
• State Grant Program
• Nursing Grants Program

To apply for financial aid, students must complete the standard forms, provided by the Financial Aid Office, for the programs currently offered. In the case of the Pell Grant Program, the Free Application for Federal Student Aid (FAFSA) can also be obtained from the high school counselor, the local Post Office or by completing an application online at www.fafsa.ed.gov. Specific information concerning the eligibility requirements for each program is also available at the Financial Aid Office.

Students are also required to complete a financial aid application at the Financial Aid Office.

To be eligible for any type of financial aid, all students must comply with the Institution’s Standards of Satisfactory Academic Progress. Students who do not comply with these standards will be placed on a Financial Aid Probation Period. Students placed on Financial Aid Probation will be entitled to receive their Pell Grant payment or funds coming from any Title IV Financial Aid Program during the term/s in which they are on probation. Failure to comply with the standards of satisfactory progress at the end of the probation period may result in the student’s dismissal from the institution and/or discontinuance of any remaining Pell Grant payments or funds coming from any Title IV or State Funded Financial Aid Program for the given academic year.
The following is a description of the different types of financial aid offered by the Institution:

**Federal Pell Grant Program**

This grant does not have to be repaid by the student. Funds for this program are available for eligible undergraduate students. The eligibility for this program is determined by a standard formula provided by the Federal Department of Education. Students may apply for this aid by completing the Free Application for Federal Student Aid (FAFSA).

**Federal Family Educational Loans Program**

Provides low interest loans that the student or parent must repay to the lender. They are insured by a guarantee agency and are available for eligible undergraduate students. Students must be enrolled and registered at least half time (6 credits).

**Federal Work Study (FWS) Program**

The Federal Work Study Program provides jobs for eligible undergraduate students who need financial aid. Federal Work Study gives students the opportunity to earn money to help pay educational expenses. The amount of the awards is based on need and availability of funds.

**Federal Supplemental Educational Opportunity Grant (FSEOG) Program**

The Federal Supplemental Educational Opportunity Grant is an award to help students after high school. It is for those eligible undergraduate students having the greatest financial need (with priority given to Pell Grant recipients), and it doesn’t have to be paid back. The amount of the award is based on need and availability of funds.

**Supplementary Educational Aid Program / State Grant Program**

These funds are assigned to the Institution by the Puerto Rico Council of Higher Education for eligible students with financial need who are enrolled in a bachelor’s, associate degree or certificate program.
Nursing Grant Program

Provides grants to eligible students enrolled in Nursing Degree Programs. Funds are assigned to the institution by the Department of Health and Human Services.

ACADEMIC YEAR

The Institution’s Academic Year is divided into three terms (trimesters of approximately three and a half (3.5) months each). The academic calendar is published yearly and is included within this Catalog. The institution’s programs are measured in semester credit hours as per the accreditation criteria formula.

CLASS ATTENDANCE

Students are expected to attend all the courses in which they are officially enrolled. Work missed by absences is the responsibility of the student. This work, whether it be for a grade or not, can be made-up through a consultation with the course professor.

CLASS SCHEDULE

The Institution’s academic programs are offered during daily sessions. Students are advised that some courses are offered during evening and/or Saturday sessions and therefore must adjust their programs accordingly. Weekend sessions may be offered depending on enrollment. Classes are offered daily from 7:00 a.m. to 4:00 p.m.; evenings from 5:00 PM to 10:30 PM; and Saturdays from 8:00 AM to Noon. There is a six minute break between classes during the day session schedule.
Credit Hours

The basic unit in evaluating a student’s work is credit hours. One credit is equivalent to 15 hours of lecture class. One instructional hour is equivalent to 50-60 minutes of classes. Two or three instructional laboratory hours per week for a full term is equivalent to one credit. Practicum hours may vary depending on the field and Examination Boards, if applicable, but one credit practicum is equivalent to not less than 45 hours per term.

ADVANCED PLACEMENT

Students who have successfully taken one or more of the Advanced Placement Tests of the College Entrance Examination Board may ask for course equivalency. Scores of 3 or more are required for such action. The decision to grant credit for the Advanced Placement Test is based on test equivalency to the content of courses in National College and the applicability of the area of advanced study to the prescribed or elective requirements of the program in which the student is enrolled.

Advanced placement or credit action is only taken if the student has specifically requested such consideration and has submitted official score reports from the College Board. No grades are assigned to courses credited.

ARMED FORCES CREDIT

Some training courses provided by the Armed Forces may be the equivalent of college courses and transfer credit may be obtained. Where courses are applicable to a program of study, credit will be determined using the American Council on Education publication titled Guide to Evaluation of Educational Experience in the Armed Services.
VETERANS AND OTHER BENEFICIARIES

Veteran students and beneficiaries of Veteran’s Administration Programs will be entitled to benefits if they complete their study programs at the regular time (minimum number of credits required for completion) stipulated in the Catalog. In the event that they exceed the minimum number of credits required to complete a program, they lose eligibility for these benefits under Title 38. However, they may still be eligible for financial aid under Title IV (Pell Grants and others) if they comply with the corresponding requirements for this aid.

INTERNAL GRIEVANCE POLICY

An internal grievance policy has been established to consider complaints received from students, employees, and other interested parties. The process is the following:

1. The student should submit his complaint in writing to the counselor’s office. In the case of employees or interested parties, they should submit their complaint in writing to the Vice President of Administration’s Office.
2. The complaints will be reviewed by the designated officials within five business days after filing.
3. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.
4. Students, employees, and interested parties may also contact the Accrediting Council for Independent Colleges and Schools at 750 First Street NE, Suite 980, Washington, D.C., 20002-4241. Tel. (202) 336-6780.
NON DISCRIMINATION POLICY

In accordance with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, National College designated its Human Resources Director as its Title IX coordinator. The following non discrimination policy and grievance procedures are hereby published to address any complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. National College does not discriminate on the basis of sex in admission to or employment in its education programs or activities.
2. The Title IX Coordinator for the Institution is Ms. Marisel Pagán, Human Resources Director, National College of Business & Technology. She can be contacted at the Human Resources Office, National College Plaza Building, Km 11.2, State Road #2, Bayamón, PR 00961, telephone (787)780-5134 ext. 4104.
3. All inquiries concerning the application of Title IX and its implementing regulations may be referred to Ms. Marisel Pagán, Title IX Coordinator or to the Office for Civil Rights of the US Department of Education at 75 Park Place, 14th floor, New York, NY 10007-2146, telephone (212) 637-6466.

Grievance Procedures

The following should be followed in order to file/ address complaints of discrimination on the basis of sex in educational programs and activities at this institution.

1. The student or employee should submit his complaint in writing to the Human Resources Office to the attention of Ms. Marisel Pagán.
1. The complaints will be reviewed by the designated officials within five business days after filing.

2. Once the complaint is investigated a response should be submitted to the complainant within the following 10 business days of the final decision.

REGISTRAR’S OFFICE

The Registrar’s office is responsible for carrying out all transactions related to the student’s academic records. All information that the student may need to know regarding academic progress, grades, grade point average and general information can be found in this office.

Registration Process

The Registrar’s Office organizes the entire registration process. Each active student is responsible for participating in this process to guarantee his selection of courses. All students should comply with the established requirements including the academic calendar. This enrollment process for regular students including the courses pending academic counseling is carried out before the end of the term in progress. No enrollment will be valid until the student has paid all the necessary fees and until his program has the official stamp of the Bursar’s Office.
**Enrollment Status**

The enrollment status of students at our Institution is as follows:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Students</td>
<td>a student enrolled in 12 or more credits</td>
</tr>
<tr>
<td>3/4 Time Students</td>
<td>a student enrolled in 9-11 credits</td>
</tr>
<tr>
<td>1/2 Time Students</td>
<td>a student enrolled in 6-8 credits</td>
</tr>
<tr>
<td>Irregular Students</td>
<td>a student enrolled in less than 6 credits</td>
</tr>
<tr>
<td>Special Students</td>
<td>enrollment for informational instruction only or for professional development. These students are not enrolled in a program of study.</td>
</tr>
</tbody>
</table>

**Student Records**

The Office of the Registrar is responsible for the registration and maintenance of all student’s official academic transcripts, certifications of studies and of graduation. Students requiring information concerning grade records, issuance of transcripts and related services should contact the Registrar’s office.

In compliance with the Family Educational Rights and Privacy Act of 1974, the confidentiality of student records is protected. Students may request or examine any information from their student record or they may authorize in writing that a third person be provided access to their academic record.

**Notification / Grades Changes**

At the end of each term, the Registrar will mail grade reports to each individual student. Students who believe there are errors in their reports should notify the Registrar not later than the third week of the following session. A student who does not receive a grade report should contact the Office of the Registrar.

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Certifications and Transcripts

Upon a student’s written request on the appropriate form and upon payment of the corresponding fees, certification of his study program, transcripts or any other official statement will be issued by the Registrar within a minimum of 10 business days after having filed said request. However, when requests are made at the beginning or the end of a term, a longer period of time may be required to issue the corresponding certifications.

For transfer of credits to other colleges and universities and for information to certifying agencies and prospective employers, confidential transcripts are issued upon a student’s request. These are sent directly to the address provided by the student in his request and are never given to the student.

For their personal information, students may obtain a “certified student copy” transcript, which is unacceptable for official purposes. Any alleged errors in a transcript should be informed to the Registrar within ten days of its receipt.

Partial Withdrawals

The deadline for partial withdrawal from one or more but not all courses is established on the academic calendar. The withdrawal will be authorized by the Registrar only after the student has requested it and has obtained all the required signatures. The student transcript will reflect a “W” for the corresponding courses.

Change of Address

When students register, they are required to file their residential mailing address with the Office of the Registrar. Changes of address should be informed immediately to the Registrar. The Institution will not be responsible for notifications not received by students if their address has changed and they did not make the corresponding notification. Any notice, mailed to a student’s address as it appears on the records shall be deemed sufficient notice.
**Total Withdrawals**

The deadline for all courses (total) withdrawals is established on the academic calendar. To process this withdrawal, students should obtain the appropriate official signatures and return the form to the Registrar’s office. The student transcript will reflect a “W” for the corresponding courses.

**Administrative Withdrawals (AW)**

This grade is assigned by the Institution to any student who has been dismissed from the Institution due to disciplinary reasons. Only the Dean of Academic and Student Affairs will assign this grade.

**Failure to Withdraw (FW)**

This grade is assigned to a student who did not provide official notification of withdrawal and whose attendance through the end of the period cannot be confirmed.

**No Show (NS)**

Refers to an enrolled student who doesn’t attend any of his courses.

**Partial Show (PS)**

This grade is assigned to a student who is enrolled in various courses and fails to show up at one or more, but not all of the courses.

**Transfer Credits (TC)**

Credits granted for courses transferred from other collegiate institutions.
Repeating Courses

Students are required to repeat any course within their major and other identified courses in their program of studies in which they have received a grade of “D” or less.

Prior to enrolling in a more advanced course on the same subject, students will have the right to repeat the course when they are not satisfied with the grade obtained. They may repeat a course not more than three times. However, this does not exempt the student from approving the number of credits required for each term, as specified in the academic progress standards. The highest grade and all corresponding credits attempted will be kept in the student’s record. In terms of financial aid, the Title IV programs will only cover the cost of one repetition.

COMPETENCY EXAMS OR PORTFOLIO

Students can apply and take competency exams or submit a portfolio for any course in their program of study if the course content may be subject to such a test or document. Only those students who understand that they have the necessary knowledge of the course material for which they are interested in taking a competency exam or submitting a portfolio should apply for it. This exam or portfolio will be authorized to students after they have been officially enrolled in the institution. Competency exams or portfolios will only be offered to students in courses in which they have never been enrolled.

If the student passes the exam or portfolio with a grade of 75 per cent or higher, he will obtain the value in credits assigned to that course. No grade will be assigned for competency exams or portfolio.
UNIVERSITY ENVIRONMENT SEMINAR

All graduates of National College of Business and Technology as well as transfer students who have completed degrees are exempt from taking the SEMI 1001, University Environment Seminar.

Grading System

The grading system used is fully explained on the transcript. The evaluation of a student’s academic progress in the institution is based on:

100-90  A  =  Excellent  4.00  Grade Points
89-80  B  =  Good  3.00  Grade Points
79-70  C  =  Satisfactory  2.00  Grade Points
69-60  D  =  Deficient  1.00  Grade Points
59-0   F  =  Failure  0.00  Grade Points
   I  =  Incomplete
   R  =  Repeated Course
   TC  =  Transferred Credits
   AW  =  Administrative Withdrawal
   CE  =  Competency Exam or Portfolio
   FW  =  Failure to Withdraw
   NS  =  No Show
   P  =  Pass
   W  =  Withdrawal
   PS  =  Partial Show
   NP  =  No Pass
   NR  =  Grade not Reported
Re-admissions

Every student who has withdrawn from the Institution and is interested in being re-admitted should complete a re-admission request form at the Registrar’s office. This process applies to those students who have not been enrolled at the Institution for one or more terms.

Procedure for Re-admission

1. Obtain the re-admission form in the Registrar’s office.

2. Obtain the authorization of: Finance (Bursar’s) office, Financial Aid office, Educational Resources Center, Admission’s Office, Orientation and Counseling Office and finally the Registrar’s office.

3. Pay a non-refundable fee of $25.

Students applying for re-admission should be aware that academic credits expire ten years after the student has studied for the last time. Except in those cases in which the student has completed an academic degree, all other academic credits completed within the ten years prior to the date in which the student seeks re-admission, will be evaluated for equivalency as per the corresponding catalog and the course content of the applicable program.

Electives

Electives are courses included in the offerings of National College at the student’s level of study. They exclude the required courses for the degree in which the student is enrolled. Any student can select from any of these courses to comply with the electives requirements.
STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In compliance with the regulations of the Federal Department of Education and the Accreditation Criteria of the Accrediting Council for Independent Colleges and Schools (ACICS), the Institution has established the following criteria to measure the academic progress with which each student has to comply.

**Maximum Time Frame**

1. The maximum time frame allowed to complete any program is determined by multiplying by 1.5 the number of credits that comprise the program (program duration).

2. Failure to complete the program during the allotted time frame specified above will result in the dismissal of the student from the institution. Students who exceed the maximum time frame allowed to complete a program will not be eligible to receive the original degree or certificate for which they enrolled except that they may be authorized to continue studies in an extended enrollment status but will only be eligible to receive a certificate of completion. These students will not be eligible to receive additional Title IV funds. The terms and conditions of this extended enrollment status should be in writing and accepted by the student.

3. At 100% of the maximum time frame (or graduation, whichever occurs sooner) the student must have completed all of the program requirements with a CGPA of 2.0 or higher depending on the GPA graduation requirement for each program as applicable. In the particular case of the Bachelor’s degree programs in Education the required grade point average (GPA) for graduation will be 2.50 or higher whereas for the Bachelor’s degree in Science in Nursing it will be at least 2.25.
4. In the case of students receiving Veteran’s benefits, the following will apply:

Once a student completes the minimum number of credits required to complete the program, VA education benefits will be stopped unless otherwise determined by the Veteran’s Administration. This in no way affects a veteran or other student’s eligibility to attend as a regular student of the institution and only relates to the requirement for receipt of veteran’s benefits.

**Evaluation Points**

1. The student’s progress will be evaluated at the end of each term. As such, this institutional policy provides for a more frequent evaluation of satisfactory progress than required by the accrediting agency ACICS.

2. The number of credits that a student should approve for each evaluation point will be 60% of the credits in which the student has been enrolled.

3. At 100% of the maximum time frame, the student’s CGPA should be at least 2.0 or a grade point average consistent with the graduation requirements for a specific program as applicable. (Bachelor’s in Science in Nursing 2.25; Bachelor’s in Education 2.50) or the student will no longer be eligible to receive Title IV funds nor will the student be eligible to receive the original credential for which they enrolled.

4. The cumulative grade point average of the student shall be evaluated in accordance with the formula established by the Registrar’s office for each term.
Notifications

Upon the completion of each term, the Registrar’s office will send a written notification to each student who has not complied with the satisfactory academic progress standard. Said notification will be mailed to the most recent address appearing on the Registrar’s records. Failure of the student to notify address changes should not make the notification process void. As a preventive measure, the Institution may carry out an evaluation of a student’s academic progress at different points beyond those required during the academic year to make the students more aware of their progress.

Probationary Period

Those students who do not comply with the satisfactory academic progress standards will be placed on academic probation during the term following the written notification of non-compliance (warning letter). This academic probation may include a limited course load, counseling and/or strategies geared to help improve the student’s academic achievement. During the probationary period the eligibility for student financial aid will continue.

Dismissal Period

Any student who has been dismissed due to failure to comply with the Standards of Academic Progress and wishes to resume his studies, will be required to pay from his own funds those tuition costs and fees corresponding to the term in which he resumes studies. The student will continue paying from his own funds until he progresses academically according to the standards of Academic Progress and as long as he doesn’t exceed his maximum time frame.
**Appeals process**

An appeals process has been established to be used by those students who have been dismissed (suspended) due to failure to comply with the satisfactory Academic Progress Standards. The process is the following:

1. The student should request in writing a review of his case. (The forms for requesting a review are available at the Counselor’s office).

2. The student should submit the request to the Counselor’s office not later than five (5) business days after having received the written notification.

3. The request for review shall be evaluated by an Appeals Committee composed of: (a) the Registrar, b) the Financial Aid Director or his representative, and (c) a Counselor.

4. Once the appeals Committee meets and review the student’s appeal, the Committee will make known its decision in writing through the Registrar’s Office. The decision shall be considered as final.

**Mitigating or Special Circumstances**

The Mitigating or Special Circumstances that the Appeals Committee considers acceptable to grant the students appeal request are the following:

1. Death of a close relative such as father, mother, spouse, son or daughter, grandparents or a guardian.

2. An accident that has prevented the student from attending classes.
3. An illness that has impeded or interfered with the student’s learning process.

4. The divorce of a student or of the parents of a student which has emotionally affected the student.

5. The illness of a close relative which has affected the student’s satisfactory academic progress.

6. Significant personal problems out of the student’s control, that have a direct or indirect impact on his performance at the Institution.

All of these cases shall be properly documented by the student before being considered.

**Re-eligibility/Re-installment**

A student may qualify to be reinstated in a Title IV program when his situation meets the following conditions:

1. If a student has not progressed academically but has submitted an appeal and said appeal is approved, he shall be eligible to receive financial aid as long as he qualifies and meets all minimum requirements to receive said aid.

2. If a student loses his eligibility and after having completed his period of dismissal, is in compliance with the minimum number of credits as well as the grade point average required, he could be newly eligible. After having approved the period of dismissal determined by the Institution, and having achieved academic progress, the student shall be eligible for financial aid for the subsequent term.
3. A student who after completing his period of dismissal does not progress academically may apply to continue his studies in an extended enrollment status at his own expense as long as he doesn’t exceed the maximum time frame.

**Institutional Policy Regarding Withdrawals, Incompletes, Leaves of Absence, and others**

**Withdrawals (W), (AW)**

For the purpose of measuring the satisfactory academic progress of a student, withdrawals will be considered as courses not approved. This will not affect the student’s cumulative grade point average, but will have an effect on the number of credits that the student should have completed successfully at the moment in which his academic record has been evaluated to measure the time frame for academic progress. Students who are expelled from the Institution due to disciplinary action will receive “AW” and this grade will appear in their record.

**Incompletes (I)**

Removing an incomplete is the sole responsibility of the student. Any student who, due to mitigating or special circumstances, fails to take a final exam will receive an incomplete and a provisional grade in the class upon request to the professor and approval of the incomplete. This grade may be removed by taking the term’s final exam not later than 45 days after the start date of classes of the following term. If not removed by that time the Registrar will assign as final the grade originally accompanying the incomplete in the student’s record. In some cases and in mutual agreement with his professor, a student may also receive an incomplete if he owes an assignment or has missed an exam. In these cases, the incomplete may be removed by the student taking the exam missed or by submitting the assignment owed. Incompletes accompanied by an F (IF) not removed by the time established herein will have the same effect as a course not approved.
Program changes

A change of program will be considered any change which involves a change of curriculum, whether it be within the same program the student is enrolled in or not. Students interested in changing programs should first visit the Counseling Office to be interviewed. At the interview, both the student and the Counselor will evaluate the student’s academic goals and skills and proceed to complete a Change of Program form from the Registrar’s office. The program change will be authorized by the Department Director to whom the student is referred. The program change will be provided to the Registrar to update the system and the student’s record. No more than one (1) program change will be permitted. With regard to the determination of a student’s satisfactory academic progress who changes programs, seeks to earn an additional degree or changes to a different curriculum either voluntarily or through the re-admission process, only the credits attempted and grades earned in the new program will count.

Leave of absence

The student should notify the Registrar’s Office in writing of the reasons why he is requesting a leave of absence for one term or more. The student’s request will be evaluated and if approved the student will be notified in writing by the Academic and Student Affairs Dean. Upon returning to the Institution, the student should comply with the re-admission requirement.

Repeating a course

The student can repeat a course no more than three times if he is interested in improving his grade. Only the highest grade will be used in the calculation of the cumulative grade point average. All courses will also be considered credits attempted for the purpose of determining successful course completion percentages. In terms of financial aid the Title IV programs will cover only the cost of one repetition.
Re-admission

Any student who discontinues his studies in the institution and is later re-admitted, will re-enter under the academic progress status that he had at the moment of discontinuing his studies. Notwithstanding the above, the students so re-admitted, should be bound by academic program and other requirements in the Catalog and other established guidelines effective as of the date of this re-admission.

Transfer students

The standard program length for transfer students will be shortened based on the number of courses accepted for transfer credit. The maximum time frame for these students will be recalculated based on the actual number of credits remaining to complete the program duration. Therefore, a transfer student would start with a 0.0 CGPA and 0% courses attempted and successfully completed.

In terms of academic progress, once the Institution has determined which courses will be acceptable for transfer credit, the standard program length will be shortened to reflect the transfer courses and the maximum time frame will be recalculated.

In the event that there are no relevant courses to transfer to the new academic program, the student begins the new curriculum with a new maximum time frame and a new cumulative grade point average.

Pass-No Pass Grades

Pass-No Pass grades for satisfactory academic progress purposes do not affect the student’s cumulative grade point average but are counted as credits attempted as well as for maximum time frame purposes.
Remedial Courses

This Institution does not offer remedial courses.

Grade Points and Grade Point Averages

Each grade has a grade point value. The grade point average is computed according to the following procedure: write down the grade and number of credits for each course; then multiply the grade point value for each grade by the number of credits of each course. After this, add the number of credits to obtain the total number of credits, add the grade point values to obtain the total grade point value. Then divide the total grade point value by the total number of credits. This will provide the grade point average.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Credits</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1010</td>
<td>A (4)</td>
<td>3 CRS.</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>B (3)</td>
<td>3 CRS.</td>
<td>9</td>
</tr>
<tr>
<td>BUAD 1500</td>
<td>C (2)</td>
<td>3 CRS.</td>
<td>6</td>
</tr>
<tr>
<td>MATH 1010</td>
<td>D (1)</td>
<td>3 CRS.</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 1010</td>
<td>F (0)</td>
<td>3 CRS.</td>
<td>0</td>
</tr>
</tbody>
</table>

TOTALS 15 CRS. 30

GRADE POINT VALUE 30 ÷ 15 = 2.00 = C
GRADUATION REQUIREMENTS

Students are recommended for graduation under the rules and regulations in the official catalog at the time the student entered or was readmitted to the Institution which ever date is later. A student may apply for graduation at the time he has completed 90 percent of the courses required. The student should have a minimum grade point average of 2.0 if enrolled in an associate degree program or in the bachelor’s degree programs which do not require a State certification or licensing exam and a minimum 2.50 grade point average (cumulative and in their major) if enrolled in the Bachelor’s Degree in Education programs upon completing the total number of required credits for requesting graduation; and in the case of the Bachelor’s of Science in Nursing Degree Program the minimum grade point average for graduation is 2.25.

A graduation application should be submitted with a receipt from the Bursar's Office for the amount of $35.00. This application will be effective until the next scheduled graduation ceremony held in June or July of every year. The Registrar will evaluate every application for graduation to determine if the student has completed all graduation requirements. A graduation certification is available upon request. Students who graduate with two different majors will receive two diplomas and will pay a graduation fee for each major.

Effective March, 2007 all students enrolled in the Bachelor’s Degree Programs in Education must approve the licensing exam (PCMAS) offered by the College Board in order to graduate.

Graduation with Honors

In recognition of high achievement, certificates or medals will be awarded to those students who graduate from the Bachelor’s Degree program as follows:

3.95-4.00 Summa Cum Laude
3.71-3.94 Magna Cum Laude
3.50-3.70 Cum Laude
In the Associate Degree Programs students will be eligible for honors recognition as follows:

- 3.85 to 4.00 points - High Honor
- 3.50 to 3.84 points - Honor

**Graduation Ceremony**

The graduation ceremony will normally be held during June or July of every year. Students who have completed the requirements for graduation in any of the Institution’s programs are eligible to participate in this ceremony. All graduating students are encouraged to attend graduation ceremonies.

**PUBLICATIONS**

The Student Affairs Office publishes several newsletters and/or flyers and are the Institution’s means of sharing friendship and information. They are published periodically by the Institution for all students, personnel and our community. Under the direction of the Student Affairs Office and the participation of students, these publications include interesting articles and comments on institutional life as well as individual student’s and personnel’s thoughts and interests. The publications are produced in house.
FINANCIAL INFORMATION

Tuition and Fees (per academic term)*

Tuition per credit………………………………………………………….$125.00

Laboratory fees:
  Dental Assistant lab. Fee (DEAS 131L, 141L)………………..100.00
  Second Laboratory session for dental assistants
    within same term as first session………………..75.00

Other Programs Laboratory Fees:
  First laboratory session…………………………………50.00
  Second laboratory session…………………………………….40.00
  Third laboratory session……………………………………..35.00

Registration fee…………………………………………………………..25.00

Library fee………………………………………………………………25.00

Competency exam or portfolio…………………………………….25.00

Admission fee (non refundable) (new students only)…………….25.00

Readmission fee…………………………………………………………..25.00

Allied Health Programs practicum fee………………………..100.00

Removal of incomplete………………………………………………10.00

Change of registration/course……………………………………..10.00

Change of major…………………………………………………………..20.00

Late registration………………………………………………………….10.00

Transcript/Certification………………………………………………2.00

Academic evaluation…………………………………………………1.00

Accident insurance…………………………………………………****5.00

Graduation fee…………………………………………………………..35.00

Cancellation of enrollment……………………………………….100.00

Transfer of credits (per credit)……………………………………..5.00

Duplicate copy of official registration form……………………..1.00

Audit students (no credit awarded) 50% of tuition per credit

*Subject to annual revision. /  **Per laboratory session per term. /  ***The accident insurance for
students offered by the institution only covers accidents occurring in official student activities on campus.

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Payment Policy

I. General Information with Regard to Payment Policy for Tuition and Fees

The academic year consists of three terms with a duration of approximately three and a half months each. All student payment balances pending after the applicable financial aid has been applied to the student’s amount should be paid in accordance with the following options:

a. By paying the full balance upon the student’s completion of the registration process and upon the student receiving their official program of study.

b. Through a payment plan of 3 payments per term.

c. In the case of Federal Work Study Program students payment should be made in accordance with a payment agreement consent form.

d. Through any other grant or benefit for which the student may be eligible such as:

   1. Clara Abbott Foundation Grant
   2. Workmen’s Compensation Fund Corporation
   3. Arecibo Observatory Grant (Cornell University)
   4. Vocational Rehabilitation
   5. Veteran’s Benefits Program
   6. Workforce Investment Act (WIA) Funds
   7. Others

II. Payment Policy for students who are not eligible for Federal and/or State Financial Aid

The Institution reserves the right to request an initial deposit from students to receive their official program of study of no less than 35% of the total cost of their tuition and fees for the term in question.
III. Continuing or Regular Students

If the student has a pending debt with the institution from a prior term of studies, it should be paid in full before receiving the official program of study for the current term. The applicable procedure to make the payments will be governed by what is stated in the institution’s payment policy found in this catalog and available at the Bursar’s Office.

IV. Payment procedure

Payments shall be made in cash, personal check, Manager’s check (payable to National College), ATM, American Express, Master Card, Visa or any debit card or credit card accepted by the Institution. The institution reserves the right to accept checks which are not payable to National College. All checks returned by the bank will have a $15 surcharge payable upon picking up the check and paying in cash the amount it was made out for.

In the eventuality that National College refers an unpaid student account to an external collection agency, all related costs must be paid in full by the student. The Institution reserves the right to restrict the provision of certain documents such as student transcripts, certifications and diplomas to those students whose accounts are not current.

Cancellation prior to commencement of classes

If a student cancels his enrollment prior to the beginning of classes the Institution may charge him a $100 administrative fee.
**Contract Training**

In the case of government or private sponsored contract training, an administrative cost will be included in the budget to cover administrative and student services provided to these students. This also includes all students trained with funds provided through the “Workforce Investment Act” (WIA).

**Institutional Refund Policy**

The Institutional Refund Policy applies to all students. Refunds are calculated and authorized by the Bursar’s Office. The drop/withdrawal date for official total withdrawals will be determined by the Institution, utilizing one of the following methods:

- the date in which the student begins the procedure for official withdrawals, or
- the date which the student notifies the office designated by the institution for this purpose of his intention to withdraw from all his courses, or
- the last date of attendance at an academic sponsored activity as documented by the Institution

In order to determine the student’s debt in the student’s account, the institution will use the Department of Education’s Return of Title IV Funds software program. The percentage to be utilized will be the one indicated by the program to be retained by the institution rounded to the next highest 10% or a fee of $100, whichever is higher.
The formula to be utilized to calculate the amount owed will be the following:

Total # of days (date of withdrawal process) / total # of days in the enrollment period = % due to the institution rounded to the next highest 10% or $100, whichever is higher.

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<thead>
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<th>Percentage due to the Institution</th>
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Exceptions in Fees:

There are several fees that are exempt from adjustment in this refund policy. They are:

- Admission fee - Non-refundable $25.00
- Readmission fee– Non-refundable 25.00
- Student accident Insurance 5.00

**Procedure for Unofficial Total Withdrawals**

An unofficial total withdrawal is considered as any student who fails to notify his intention of not continuing his studies and abandons all of his courses at the Institution. An unofficial total withdrawal (FWT) may result from any combination of PS credits, partial withdrawals and regular credits which upon adding them up equals the total number of credits the student is enrolled in for the term. In these cases, the Institution will determine the withdrawal date using one of the following methods:
• midpoint of the term if the student stops attending without filing an official notification or
• the last date of attendance at an academic sponsored activity as documented by the Institution

Payment Methods:

If the student is a federal financial aid recipient, the applicable percentage of tuition and fees due to the institution will be computed using the “Return of Title IV Funds Policy” described further below and using the Department of Education’s software program. The portion of the student’s debt/balance not covered by federal financial aid will be the student’s responsibility. The institution reserves the right to pursue collection of any outstanding debts through collection agencies or the legal process.

**Return of Title IV Funds Policy**

In accordance with federal law and regulations, the following policy has been established for both new and continuing students enrolled in eligible programs leading to a degree or certificate and who withdraw, drop out, are expelled or otherwise fail to complete the enrollment period or program on or after their first day of class of the period of enrollment for which they were charged.

The law requires that, when you withdraw during a payment period or period of enrollment the amount of student financial assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.
If the Institution is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that he must return, the student repays in accordance with the terms of the promissory note. That is, he makes scheduled payments to the holder of the loan over a period of time.

If the student is responsible for returning grant funds, he does not have to return the full amount. The law provides that he is not required to return 50 percent of the grant assistance that he receives that it is his responsibility to repay. Any amount that the student has to return is a grant overpayment, and he must make arrangements with National College or the Department of Education to return the funds.

1. This policy applies to all students whose program of studies leads to a certificate or degree at National College of Business and Technology (NCBT).

2. Students who have been awarded financial aid for the period in which they withdraw have to first visit the financial aid office and the Bursar’s Office to complete the withdrawal process and the return of Title IV funds policy process.

Order of Return of Title IV Funds

When applicable, as per current regulations, National College will return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, in the following order.

1. Unsubsidized Federal Stafford Loans

2. Subsidized Federal Stafford Loans

3. Federal Pell Grants

4. Federal Supplemental Educational Opportunity Grants (FSEOG)
Administrative and Academic Regulations

Students are expected to conduct themselves in a nature and manner that reflects the values and integral development that National College has as its mission for its students. Students are expected to abide by the rules and regulations found in the student’s manual and the Institutional Catalog.

The Institution may dismiss any student in case of violation of the rules of conduct set forth in the students manual, or the Institutional catalog.

The Institution will keep a record of disciplinary actions taken. This record will be kept separately from the student’s academic record.

INSTITUTIONAL RULES AND REGULATIONS

National College’s main objective is that its students complete their program within an excellent academic environment and by receiving quality services. Such services require an atmosphere of adequate behavior conducive to an optimum learning environment. To that effect the following rules must be observed by every student.

1. Students are expected to observe good behavior at all times at the National College.

2. Classrooms are considered study areas where students should maintain silence and act orderly. Silence and order is also required in the Educational Resources Center, laboratories and halls.

3. Regular and prompt attendance at classes and laboratories is an essential part of the academic program.

4. Appropriate dressing is required at all times. Students should be aware that some programs require a specific set of uniforms to be worn during the internship and/or in certain laboratories.

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6. The administration will expel from the Institution any student who damages or destroys any property of the National College. Damaging or destroying any property or equipment of the Institution or of other students is reason for automatic expulsion of the student.

7. Students who have officially enrolled in the National College have the right to use the laboratories corresponding to the courses they are enrolled in. However, they must be careful in handling laboratory and computer equipment and follow all rules governing their utilization.

8. Children are not allowed in classrooms and National College is not responsible for any injuries they may suffer.

9. Collection of money or any kind of selling without written authorization of the administration is not permitted.

10. Students are not permitted to smoke except in the designated smoking areas.

11. The use of alcohol or illegal drugs at National College, or attending classes under the influence of said products is reason for automatically expelling the students involved in accordance with the Institution’s policy.

Additional information regarding rules and regulations to be observed by students can be found in the publication entitled “Reglamento del Estudiante,” a student manual provided to the Institution’s students.

EXPLANATION OF COURSE NUMBERING SYSTEM

General Education Courses have a 1000 or low 2000 numbering with some exceptions. The higher the number in each category is indicative of a more advanced course. This numbering of courses can be more easily identified as Prerequisites or advanced depending on whether they are assigned lower or higher numbers.
Programs Offered at Bayamón Main Campus

- Computer Repair (Certificate)*
- Business Administration-Accounting (Associate’s Degree)
- Business Administration-Entrepreneurship (Associate Degree)
- Business Administration-Information Systems (Associate's Degree)
- Business Administration with Major in Banking (Bachelor’s Degree)
- Business Education with Major in Accounting (Bachelor’s Degree)
- Business Education with Major in Office Systems (Bachelor’s Degree)
- Dental Assistant (Associate’s Degree)
- Dental Assistant with Expanded Functions (Associate Degree)
- Education with Major in Health Education (Bachelor Degree)
- Education with Major in Information Technology and Telecommunications (Bachelor’s Degree)
- Education with Major in Preschool Education (Bachelor’s Degree)
- Electronics Engineering Technology (Associate Degree)
- Information Technology (Associate Degree)
- Information Technology (Bachelor Degree)
- Nursing (Associate Degree)
- Nursing (Bachelor’s Degree)
- Office Systems Administration (Bachelor's Degree)
- Office Systems - Information Processing (Associate Degree)
- Office Systems - Legal Secretary (Associate Degree)
- Office Systems - Medical Secretary (Associate Degree)
- Pharmacy Technician (Associate Degree)
- Tourism and Hospitality (Associate Degree)

*As of the March 2007 term, this program will not admit new students.
Programs Offered at Arecibo Branch Campus

- Computer Repair (Certificate)*
- Business Administration-Accounting (Associate Degree)
- Business Administration-Entrepreneurship (Associate Degree)
- Business Administration with Major in Banking (Bachelor’s Degree)
- Business Education with Major in Accounting (Bachelor’s Degree)
- Business Education with Major in Office Systems (Bachelor’s Degree)
- Dental Assistant (Associate Degree)
- Dental Assistant with Expanded Functions (Associate Degree)
- Education with Major in Health Education (Bachelor’s Degree)
- Education with Major Information Technology and Telecommunications (Bachelor’s Degree)
- Education with Major in Preschool Education (Bachelor’s Degree)
- Electrical Engineering Technology (Associate Degree)*
- Electronics Engineering Technology (Associate Degree)
- Information Technology (Associate Degree)
- Information Technology (Bachelor Degree)
- Nursing (Associate Degree)
- Nursing (Bachelor’s Degree)
- Office Systems Administration (Bachelor’s Degree)
- Office Systems - Information Processing (Associate Degree)
- Office Systems - Medical Secretary (Associate Degree)
- Pharmacy Technician (Associate Degree)
- Tourism and Hospitality (Associate Degree)

*As of the March 2007 term, this program will not admit new students.
Programs Offered at Rio Grande Campus

- Business Administration-Accounting (Associate Degree)
- Business Administration Entrepreneurship (Associate Degree)
- Dental Assistant (Associate Degree)
- Dental Assistant with Expanded Functions (Associate Degree)
- Education with major in Pre-school Education (Bachelor’s Degree)
- Electronics Engineering Technology (Associate Degree)
- Information Technology (Associate Degree)
- Nursing (Associate Degree)
- Office Systems Administration (Bachelor’s Degree)
- Office Systems - Information Processing (Associate Degree)
- Office Systems - Legal Secretary (Associate Degree)
- Office Systems - Medical Secretary (Associate Degree)
- Pharmacy Technician (Associate Degree)
- Tourism and Hospitality (Associate Degree)
GENERAL EDUCATION DEPARTMENT

The General Education courses establish an adequate balance between the technological and humanistic education. They provide students with basic knowledge in linguistics, literature, numerical concepts, computer literacy and personality development. This curricular component is essential to transmit our cultural and social heritage. It fosters the development of good interpersonal skills, creativity, motivation, decision making and problem solving.

The goal of the General Education Department is to ensure that all students achieve the following competencies.

1. Communicate effectively orally and in writing, in Spanish and in English as a second language, developing creativity and sensibility to assertive communication.
2. Develop historical, ideological and artistic background, valuing the cultural legacy in the formation of the individual.
3. Identify the impact of the historical, economic, and political, and psychological processes in the development of the Puerto Rican society.
4. Integrate the economic, sociological, psychological and political contemporary issues into a multidisciplinary approach, in order to understand the importance of their contribution to society and quality of life.
5. Develop ability to understand, manage, and improve academic aptitude and its integration to his/her professional life.
6. Demonstrate mastery of fundamental mathematical operations and their applications.
7. Demonstrate basic knowledge of natural sciences concepts and their contribution to the development of the educated individual in order to integrate them to his/her professional life.
8. Integrate the use of technology and other means to his/her professional development in the search of information for analysis and decision making.

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The General Education Program includes the following courses:

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* This Department is also in charge of the SEMI 1001 (University Environment Seminar) core course. ITTE 1010-1011L courses are considered major courses in certain programs in the technology field. BIOL 1010 course is considered a core course in Health Science Allied Programs.
BACHELOR’S DEGREE PROGRAMS
BACHELOR’S DEGREE IN EDUCATION
WITH MAJOR IN
INFORMATION TECHNOLOGY
AND TELECOMMUNICATIONS

OBJECTIVE

The objective of the program is to offer students the opportunity to develop themselves as technology professionals within the education field. The program responds to the need of providing professionals capable of assuming the role of teachers, educational leaders, technology managers and facilitators in the effective use of technology in the educational process.

MINIMUM REQUIREMENTS:

- 36 Credits in General Education
- 32 Credits in Core Courses
- 52 Credits in Major Courses
- 9 Credits in Elective Courses
- 129 Total Credits

GENERAL EDUCATION:

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Total: 36
### CORE COURSES

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<td>PHILOSOPHICAL FOUNDATIONS OF EDUCATION</td>
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<td>CURRICULUM DESIGN AND REVISION</td>
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<td>MEASUREMENT, EVALUATION AND ASSESSMENT</td>
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### MAJOR COURSES

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**ELECTIVES**

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Education with Major in Information Technology and Telecommunications Practice is equivalent to 225 externship hours.
BACHELOR’S DEGREE IN NURSING

OBJECTIVE:

The graduate of the Bachelor’s Degree in Nursing will be capable of carrying out professional interventions applying learned leadership and administrative skills, critical thinking and assertive communication. The bachelor’s degree emphasizes the needs of the profession, human care, teaching and knowledge integration. It aims to develop a professional nurse with the following qualifications: leadership and creativity, assertive communicator conscious of the need to distinguish between different needs groups, populations and situations, knowledge of the clinical and psychosocial development aspects of the individual, capable of working in different scenarios, such as with the individual, hospital and community in the primary, secondary, and tertiary levels. It also aims to contribute with our graduates to the betterment of the quality of life of our society.

MINIMUM REQUIREMENTS

36   Credits in General Education
21   Credits in Core Courses
65   Credits in Major Courses
   6 Credits in Elective
128   Total Credits

GENERAL EDUCATION

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**CORE COURSES**

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**MAJOR COURSES**

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**ELECTIVES**

6

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Nursing Practices are equivalent to 112 hours each one.
OBJECTIVE:

The Bachelor’s Degree in Office Systems Administration will develop in the student the necessary skills and knowledge to fulfill the business requirements of an office professional in the automated office. The student will demonstrate a high professionalism, leadership, and high humanistic and ethical sense, in addition to the performance of the profession’s tasks. The student will also perform administrative duties, make effective decisions, participate in the solution of different office situations, supervise other employees, and assist the executive in managerial functions assigned.

MINIMUM REQUIREMENTS:

36 Credits in General Education
22 Credits in Core Courses
64 Credits in Major Courses
6 Credits in Electives
128 Total Credits

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Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Office Systems Administration Practice is equivalent to 200 externship hours and 25 seminar hours.
BACHELOR’S DEGREE
IN BUSINESS EDUCATION
WITH MAJOR IN ACCOUNTING

OBJECTIVE

The objective of the program is to offer students the opportunity to learn the necessary knowledge and techniques to work both in the business administration and the education field. It enables students to analyze, research, summarize, prepare and interpret reports using modern technology in the decision making process. At the same time students will develop the skills and knowledge required in the education field and will be prepared to manage a classroom in the teaching-learning process. Students will demonstrate a high level of professionalism, leadership, a high sense of human values and ethics and will join harmoniously the accountant and teaching professions. They will be able to work in the administration field sharing the decision making process, problem solving, personnel supervision and assisting the executive in tasks appropriate to the management area while at the same time they will be able to teach vocational courses.

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**ITTE 1011L**  COMPUTER LITERACY LAB.  
**MATH 1010**  BASIC MATHEMATICS  
**SOSC 1030**  SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES  
**SPAN 1010**  BASIC SPANISH I  
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**SPAN 2020**  WRITING AND COMPOSITION  

**CORE COURSES**

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### ELECTIVES

3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Business Education with Major in Accounting Practice equivalent to 225 educational practice hours, 210 additional hours in an Accounting Practice, and 15 seminar hours.
BACHELOR’S DEGREE
IN BUSINESS EDUCATION
WITH MAJOR IN OFFICE SYSTEMS

OBJECTIVE

The objective of the program is to offer students the opportunity to develop the necessary skills and knowledge to perform in a technology demanding office and in the teaching field. The office system personnel will demonstrate a high level of professionalism and leadership as well as humanistic and ethical skills. The graduate will be capable of teaching as well as occupying positions in the area of office systems. The student will demonstrate administrative skills such as, decision making, problem solving, supervision and general management tasks. At the same time, the graduate will be prepared to work as a teacher in the vocational and higher education field to contribute to the development of successful citizens.

MINIMUM REQUIREMENTS:

40 Credits in General Education
48 Credits in Core Courses
39 Credits in Major Courses
6 Credits in Elective Courses
133 Total Credits

GENERAL EDUCATION:

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**CORE COURSES:**

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<td>EDUC 2030*</td>
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*courses with an asterisk (*) indicate prerequisite courses.
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ELECTIVES 6

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.
* The Bachelor’s Degree in Business Education with Major in Office Systems Practice is equivalent to 225 hours in an Educational Practice, 200 additional hours in an Office Systems Practice, and 25 seminar hours.
BACHELOR'S DEGREE IN EDUCATION WITH MAJOR IN HEALTH EDUCATION

OBJECTIVE

The Bachelor’s degree in Education with a Major in Health Education has the objective to develop in the students skills and knowledge in the area of Health Education. The students will develop as professionals capable of collaborating with the changing processes that will enhance their own lives and those of others. The courses in Health Education will emphasize the development of the different skills and attitudes that make a creative, critical, and flexible mind possible. The students will attain a higher sense of leadership humanistic and ethical values and will be able to harmoniously integrate education and health. Will be able to develop promotion programs in health education that will strengthen both public and private education and will be able to deliver courses and conferences both in the classrooms and in community forums.

MINIMUM REQUIREMENTS

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**CORE COURSES**

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**ELECTIVES**

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Business Education with Major in Health Education Practice is equivalent to 200 hours internship in an Educational Center and 100 additional internship hours in an Organization or Institution that offer services to the community.
BACHELOR’S DEGREE IN EDUCATION
WITH MAJOR IN PRESCHOOL EDUCATION

OBJECTIVE

The Bachelor’s Degree in Education with major in Preschool Education has the objective of offering the student the opportunity of developing as a professional of early childhood. This program will develop a professional capable of assuming the role of educational leader, teacher and entrepreneur, and provide the necessary knowledge to establish his own business as needed in this area.

MINIMUM REQUIREMENTS:

40 Credits in General Education
23 Credits in Core Courses
62 Credits in Major Courses
6 Credits in Elective Courses
131 Total Credits

GENERAL EDUCATION:

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CORE COURSES:

BUMA 1050*  INTRODUCTION TO
ENTREPRENEURSHIP  3
BUMA 2050*  SMALL BUSINESS PLANNING  3
BUMA 2150*  SMALL BUSINESS PROPOSAL
AND DEVELOPMENT  4
HEED 1500*  FIRST AID  3
ITTE 3111L*  DEVELOPMENT OF MULTIMEDIA
MATERIALS AND WORKSHOP  2
ITTE 4211L*  INTEGRATING TECHNOLOGY IN
THE CURRICULUM AND WORKSHOP  2
ITTE 4230*  ASSISTIVE TECHNOLOGY  2
SEMI 1001  UNIVERSITY ENVIRONMENT
SEMINAR  1
SEMI 2009*  SEMINAR OF PRESENT ISSUES  3

MAJOR COURSES:

EDUC 2020  PSYCHOLOGY OF HUMAN
DEVELOPMENT  3
EDUC 2030  THEORIES OF INSTRUCTION  3
EDUC 2050  THE PROCESS OF ACTIVE GAME
IN THE CHILD LEARNING  3
EDUC 3020  THE MOTOR SKILLS AND THE
FINE ARTS  3
EDUC 3120  TEACHING METHODOLOGY  3
EDUC 3140  SOCIOLOGICAL FOUNDATIONS OF
EDUCATION  3
EDUC 3150  PHILOSOPHICAL FOUNDATIONS OF
EDUCATION  3
EDUC 3160  EXCEPTIONAL POPULATION  3
EDUC 3170  CURRICULUM DESIGN AND REVISION  3
EDUC 3180  ETHICAL AND LEGAL ASPECTS IN EDUCATION  3
EDUC 3190  LEADERSHIP AND CREATIVITY  3
EDUC 3210  LECTO-SCRIPTURE FOR PRESCHOOL CHILD  3
EDUC 3230  THE LANGUAGE ARTS IN THE PRESCHOOL CHILD  3
EDUC 3250  HEALTH, NUTRITION AND SECURITY IN THE PRESCHOOL  3
EDUC 3270  PHYSICAL EDUCATION AND PRESCHOOL CHILD  3
EDUC 3290  MANAGEMENT RECREATION PROGRAMS FOR CHILDHOOD SERVICE  3
EDUC 4000  PROPOSAL DEVELOPMENT  2
EDUC 4130  MEASUREMENT, EVALUATION AND ASSESSMENT  3
EDUC 4170  TEACHING METHODOLOGY IN PRESCHOOL  3
EDUC 4551P  CLINICAL EXPERIENCES*  5
SEMI 4001  INTEGRATING SEMINAR  1

**ELECTIVES**  6

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Business Education with Major in Preschool Education Practice is equivalent to 225 hours.
BACHELOR’S DEGREE IN
INFORMATION TECHNOLOGY

OBJECTIVE

The Bachelor’s Degree in Information Technology will develop in the student the skills and knowledge in the area of technology in accordance with the demands of the labor market. The student will be able to evolve both in the public and private sector. The student will obtain advanced knowledge directed to the architecture, administration, diagnosis, and maintenance of communication networks and the handling, repair, configuration and programming of computers. In addition, students will be familiarized with the principles of audit and security in the networks as well as and will be prepared to create communication protocols for Internet.

MINIMUM REQUIREMENTS:

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CORE COURSES:

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BUMA 1000  INTROD. TO BUSINESS  3
SEMI 1001  UNIVERSITY ENVIRONMENT SEMINAR  1
STAT 2000  INTRODUCTION TO STATISTICS  3

MAJOR COURSES:

INTE 2450  DATA COMMUNICATIONS  3
INTE 2461L DATA COMMUNICATIONS LABORATORY  2
INTE 2500  LOCAL AREA NETWORKS  4
INTE 2511L LOCAL AREA NETWORKS LAB  2
INTE 2540  COMPUTER NETWORKS ARCHITECTURE  3
INTE 2551L COMPUTER NETWORKS ARCHITECTURE LAB.  1
INTE 2560  NETWORKS ADMINISTRATION  3
INTE 2571L NETWORKS ADMINISTRATION LAB.  1
INTE 3010  WEB PAGE DESIGN  3
INTE 3011L WEB PAGE DESIGN LAB.  1
INTE 3020  REPAIR AND MAINTENANCE OF PC  3
INTE 3031L REPAIR AND MAINTENANCE OF PC LAB.  1
INTE 4010  NETWORKS SECURITY AND AUDITING  3
INTE 4120  INTRODUCTION TO ELECTRONIC COMMERCE  3
INTE 4131L INTRODUCTION TO ELECTRONIC COMMERCE LAB.  1
INTE 4161P INFORMATION TECHNOLOGY PRACTICE  4

Return to Table of Contents
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<td>PROG 2350</td>
<td>OPERATING SYSTEMS AND ARCHITECTURE</td>
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<td>PROG 2371L</td>
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<td>PROG 2470</td>
<td>ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS</td>
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**ELECTIVES** 6

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Information Technology Practice is equivalent to 225 hours.
BACHELOR’S DEGREE IN ADMINISTRATION
WITH MAJOR IN BANKING

OBJECTIVE:

This program prepares the students to accomplish effectively different roles within the banking industry. The students will acquire the necessary skills in areas such as paying and receiving, commercial finance, money banking, and fundamentals of investment and realty. The program will qualify students to work in areas such as administrative and client services.

Minimum Requirements

40 Credits in General Education
39 Credits in Core Courses
40 Credits in Major Courses
6 Credits in Electives
125 Total Credits

GENERAL EDUCATION

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<td>2050 CONVERSATIONAL ENGLISH</td>
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<td>HIST</td>
<td>1010 HISTORY OF PUERTO RICO</td>
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<td>4020 HISTORY OF UNITED STATES</td>
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<td>1010 HUMANITIES I</td>
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<td>SOCIAL SCIENCES: TENDENCIES AND PERSPECTIVES</td>
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<td>BASIC SPANISH I</td>
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<td>INTRODUCTION TO ACCOUNTING II</td>
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<td>BUAD 2050</td>
<td>BUSINESS LAW</td>
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<td>HUMAN RELATIONS</td>
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<td>ETHICS IN BUSINESS</td>
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<td>FINANCE AND CASH FLOW</td>
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<td>INTRODUCTION TO ECONOMICS</td>
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<td>MATH 1050</td>
<td>BUSINESS MATHEMATICS</td>
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<td>INTRODUCTION TO STATISTICS</td>
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<td>STAT 3300</td>
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<td>ACCO 4220</td>
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<td>FOUNDATIONS OF BANKING OPERATIONS</td>
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<td>BANKING CREDIT</td>
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<td>BANK 2010</td>
<td>FOUNDATIONS OF INVESTMENTS</td>
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<tr>
<td>BANK 2101L</td>
<td>BANK TELLER AND PAYER/COLLECTOR I LAB.</td>
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<td>BANK 2201L</td>
<td>BANK TELLER AND PAYER/COLLECTOR II LAB.</td>
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<tr>
<td>BANK 3010</td>
<td>MORTGAGE AND REAL ESTATE MARKET</td>
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<td>BANK 4010</td>
<td>CUSTOMER SERVICE</td>
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<td>INTERNATIONAL MARKET</td>
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<td>MARKETING TECHNIQUES IN BANKING SYSTEMS</td>
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**ELECTIVES**  

6

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Bachelor’s Degree in Administration with a Major in Banking Practice is equivalent to 225 hours.
ASSOCIATE DEGREE PROGRAMS
ALLIED HEALTH SCIENCES DEPARTMENT

The faculty of this department offers students an education where technological and humanistic education merge with the student’s social and cultural background. They also aim to prepare graduates to occupy positions at entry level in the government and the private sector in areas related to the allied health sciences professions. The Department offers Associate Degrees in Pharmacy Technician, Dental Assistant, Dental Assistant with Expanded Functions, Nursing as well as a Bachelor’s Degree in Science in Nursing.

The Pharmacy Technician, Dental Assistant, Dental Assistant with Expanded Functions and the Nursing programs provide the student with a maximum of knowledge and skills to work either as an assistant to professionals in the academic associate degree program fields or as a professional in the Bachelor’s of Science in Nursing program field.

Under the laws of the Commonwealth of Puerto Rico all professions whose ultimate goals have to do with the health of people, are highly regulated. Candidates entering into the Allied Health Sciences Programs field should be aware of the various licensing, public service and other requirements of these professions.

Health sciences programs require a hepatitis vaccine and OSHA and HIPAA Seminars before the students can begin their internships. Also, the Pharmacy Board and the Department of Education require a certificate of no penal record in Puerto Rico, issued by the Puerto Rico Police Department before the student can begin his/her internship as a requirement in the Pharmacy Technician Program. The Nursing Board and the Dental Assistant Board may also require a similar certificate. In the Dental Assistant program, pregnant students are not allowed to be present in the X-ray process in the dental laboratory. Students enrolling in the Expanded Functions in Dental Assistant Certificate Program should either be graduates of a Dental Assistant certificate or associate degree program.
ASSOCIATE DEGREE
IN PHARMACY TECHNICIAN

OBJECTIVE

The Academic Associate Degree Program in Pharmacy Technician aims to prepare students with the knowledge and skills required to work as assistants to a pharmacist. The Pharmacy Technician Program is geared to those students interested in offering their services in community or hospital pharmacies as assistants as per the laws and regulations of the Puerto Rico Pharmacy Board.

MINIMUM REQUIREMENTS:
25 Credits in General Education
17 Credits in Core Courses
42 Credits in Major Courses
3 Credits in Elective Courses
87 Total Credits

GENERAL EDUCATION

ENGL 1010-1020 BASIC ENGLISH I, II 6
HUMA 1010-1020 HUMANITIES I-II OR
SOSC 1010-1020 SOCIAL SCIENCIES I-II 6
ITTE 1010 COMPUTER LITERACY 3
ITTE 1011L COMPUTER LITERACY LAB. 1
MATH 1010 BASIC MATHEMATICS 3
SPAN 1010-1020 BASIC SPANISH I, II 6

CORE COURSES

CHEM 2010* GENERAL CHEMISTRY I 4
CHEM 2020* GENERAL CHEMISTRY II 4
CHEM 2011L* GENERAL CHEMISTRY I LAB. 1
CHEM 2021L* GENERAL CHEMISTRY II LAB. 1
BIOL 2000* HUMAN ANATOMY AND PHYSIOLOGY 3
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<td>PHAR 1100</td>
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<td>PHARMACOGNOSY</td>
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<td>PHARMACY ADMINISTRATION</td>
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<td>PHAR 2401P</td>
<td>PHARMACY INTERNSHIP I*</td>
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<td>PHAR 2451</td>
<td>PHARMACY INTERNSHIP SEMINAR I</td>
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<td>PHARMACEUTICAL SPECIALTIES I</td>
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**ELECTIVES:** 3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Pharmacy Technician Practice is equivalent to two (2) internships of 225 hours each. In addition the student must take 550 additional practice hours to complete the 1,000 hours required to take the Pharmacy Technician Licensing Exam.
ASSOCIATE DEGREE
IN NURSING

OBJECTIVE

The associate degree in Nursing program will prepare students with the knowledge and skills needed for an entry level position in a community hospital, laboratory, doctor's office or elderly care facility, with a balance between the aspects related to their technical education and the social aspects of each individual’s development. The objective of the Associate Degree in Nursing is geared towards those students interested in collaborating and participating in the planning and delivery of providing direct nursing care to patients in hospitals or ambulatory care facilities.

The students apply their abilities, skills and fundamentals in the procedure of the natural sciences and human behavior, always under the direct supervision of a nurse, general physician, or specialist.

MINIMUM REQUIREMENTS:

25 Credits in General Education
15 Credits in Core Courses
36 Credits in Major Courses
3 Credits in Elective Courses
79 Total Credits

GENERAL EDUCATION:

<table>
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<th>Title</th>
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25

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### CORE COURSES:

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<td>BASIC MICROBIOLOGY</td>
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<td>NURSING THEORY AND EVOLUTION</td>
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<td>NURS 1050</td>
<td>PHARMACOLOGY AND NURSING IMPLICATIONS</td>
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<td>NURS 1200</td>
<td>POSOLOGY FOR NURSING</td>
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<td>LABORATORY SKILLS FOR POSOLOGY AND MEDICINES ADMINISTRATION</td>
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<td>NURS 1550</td>
<td>NURSING INTERVENTIONS WITH ADULTS AND ELDERS WITH HEALTH ALTERATIONS I</td>
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<td>NURSING INTERVENTIONS WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY</td>
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<td>CLINICAL PRACTICE IN NURSING INTERVENTION WITH PATIENTS WITH MENTAL HEALTH ALTERATIONS AND PSYCHIATRY*</td>
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**ELECTIVE** 3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Nursing Practices are equivalent to 112 hours each.
ASSOCIATE DEGREE
IN DENTAL ASSISTANT

OBJECTIVE

The Associate Degree in Dental Assistant is designed to prepare the student to work in a dental office as an assistant to the Dentist. It also provides students with the knowledge and skills to work in oral radiology and administrative tasks. The program will prepare graduates to enter the work force in different positions in a dental clinic or a dental office while providing a balance between the technical education and social aspects of the student development.

MINIMUM REQUIREMENTS:

25 Credits in General Education
16 Credits in Core Courses
31 Credits in Major Courses
3 Credits in Elective
75 Total Credits

GENERAL EDUCATION:

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Total: 25 Credits
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**ELECTIVES:** 3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Dental Assistant Practice is equivalent to 225 hours.
ASSOCIATE DEGREE IN DENTAL ASSISTANT
WITH EXPANDED FUNCTIONS

OBJECTIVE

The Associate Degree in Dental Assistant with Expanded Functions was designed to provide students with the knowledge and skills to work as Expanded Functions Dental Assistants. Students will acquire the knowledge and training needed to work on dental radiology, and in preventive and restorative tasks. The students will be prepared for an entry level position in a hospital, dental clinic or dental office. The program provides the student the opportunity to balance between aspects related to their technical education and the social aspects of each individual’s development.

MINIMUM REQUIREMENTS:

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Total Credits = 25

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DEAS 2031  EXPANDED FUNCTIONS PREVENTIVE SCIENCE CLINIC SEMINAR  2

DEAS 2041P EXPANDED FUNCTIONS PREVENTIVE SCIENCE CLINIC PRACTICE*  2

DEAS 2061P EXPANDED FUNCTIONS RESTORATIVE SCIENCE CLINIC PRACTICE*  2

DEAS 2051 EXPANDED FUNCTIONS RESTORATIVE SCIENCE CLINIC SEMINAR  2

DEAS 2600 INSTRUMENTS AND CLINICAL SCIENCE II  2

DEAS 2611L INSTRUMENTS AND CLINICAL SCIENCE II LAB.  2

ELECTIVES  3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Dental Assistant with Expanded Functions Practices are equivalent to two (2) internships practices of 180 hours each.
BUSINESS ADMINISTRATION
TECHNOLOGY, AND EDUCATION DEPARTMENT

The Business Administration, Technology and Education Department provides students with the opportunity to develop the ability and skills in the principles and practice of these fields. It aims to develop in the students an understanding of the management and technology situations while they have the opportunity of acquiring skills such as problem solving, teamwork, communication, memory, self management and administrative techniques. This Department offers Computer Repair Certificate, Associate Degrees in Business Administration, Information Technology, Electronic Technology, Office Systems and Tourism, and Bachelor's Degrees in Education, Office Systems Administration, Information Technology, and Business Administration.
ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN ACCOUNTING

OBJECTIVE

The Associate Degree in Business Administration with Major in Accounting provides students with the knowledge and skills necessary for an entry level position in the Business Administration field. It also prepares the student to perform the functions of analyzing, investigating, summarizing, informing and interpreting accounting reports with the use of modern technology for the decision making process.

MINIMUM REQUIREMENTS:

- 22 Credits in General Education
- 33 Credits in Core Courses
- 23 Credits in Major Courses
- 3 Credits in Elective Courses
- 81 Total Credits

GENERAL EDUCATION:

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**ELECTIVE**

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Business Administration with Major in Accounting Practice is equivalent to 210 hours and 15 seminar hours.
ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN INFORMATION SYSTEMS

OBJECTIVE

The Associate Degree in Business Administration with Major in Information Systems provides the student with the knowledge and skills to manage business information systems. Students will be able to operate and work in a computerized accounting system and environment.

MINIMUM REQUIREMENTS:

21 Credits in General Education
32 Credits in Core Courses
26 Credits in Major Courses
3 Credits in Elective Courses
82 Total Credits

GENERAL EDUCATION:

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ACCO  1050   INTRODUCTION TO ACCOUNTING II   4
STAT   2000   INTRODUCTION TO STATISTICS       3
ACCO  2250   COMPUTERIZED ACCOUNTING           3
ACCO  2261L  COMPUTERIZED ACCOUNTING LAB.       2
BUAD  2050   BUSINESS LAW                        3
BUAD  2250   HUMAN RELATIONS                    3
ENGL  2000   BUSINESS ENGLISH                   2
                                32

MAJOR COURSES:

ITTE  1010   COMPUTER LITERACY                   3
ITTE  1011L  COMPUTER LITERACY LAB.              1
PROG  2371L  ELECTRONICS PRESENTATIONS AND LAB.  3
PROG  1150   DATA BASE DESIGN                    3
PROG  1161L  DATA BASE DESIGN LAB.               2
PROG  2300   USE AND MANAGEMENT OF ELECTRONIC SHEET 3
PROG  2311L  USE AND MANAGEMENT OF ELECTRONIC SHEET LAB. 2
PROG  2470   ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS 3
PROG  2481L  ANALYSIS, DESIGN AND IMPLEMENTATION SYSTEMS LAB. 2
BUAD  2351P  PRACTICE AND INTEGRATING SEMINAR*    4
                                26

ELECTIVES:                    3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Business Administration with Major in Information Systems Practice is equivalent to 210 externship practice hours and 15 seminar hours.
ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION
WITH MAJOR IN ENTREPRENEURSHIP

OBJECTIVE

The Associate Degree in Business Administration with Major in Entrepreneurship develops in the student basic administrative and managerial capabilities. Also, conscious of the new realities, changes and trends in our economy, this course offers an alternative for the student to acquire the basic knowledge in planning, implementing, developing and operating his own business.

MINIMUM REQUIREMENTS:

22 Credits in General Education
37 Credits in Core Courses
19 Credits in Major Courses
 3 Credits in Elective Courses
81 Total Credits

GENERAL EDUCATION:

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<th>Title</th>
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CORE COURSES:

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**MAJOR COURSES:**

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<td>INTROD. TO ENTREPRENEURSHIP</td>
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<td>BUMA 2050</td>
<td>SMALL BUSINESS PLANNING</td>
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<td>SMALL BUSINESS PROPOSAL AND DEVELOPMENT</td>
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**ELECTIVES:**

- Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

- All core courses with an asterisk and all major courses must be passed with at least a “C” grade.
ASSOCIATE DEGREE IN
TOURISM AND HOSPITALITY

OBJECTIVE

The Associate Degree in Tourism and Hospitality prepares students with the knowledge and skills needed to work in the tourism industry in and out of Puerto Rico, mostly, with hotel, airlines and travel agencies. Students will become knowledgeable of laws, regulations and computerized procedures, national and international tourism, geography and the phase of conventions.

MINIMUM REQUIREMENTS:

25  Credits in General Education
14  Credits in Core Courses
41  Credits in Major Courses
  3  Credits in Elective Courses
 83  Total Credits

GENERAL EDUCATION:

ENGL 1010-1020  BASIC ENGLISH I-II  6
ENGL 2050  CONVERSATIONAL ENGLISH  3
HIST 1010  HISTORY OF PUERTO RICO  3
HUMA 1010  HUMANITIES I
OR
SOSC 1010  SOCIAL SCIENCES I  3
ITTE 1010  COMPUTER LITERACY  3
ITTE 1011L  COMPUTER LITERACY LAB.  1
SPAN 1010-1020  BASIC SPANISH I, II  6
  25
### Core Courses:

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<td>BUAD 2250</td>
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<td>INTROD. TO THE TOURISM INDUSTRY</td>
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<td>TOUR 1050</td>
<td>INTERNATIONAL AIR TRAFFIC</td>
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<td>TOUR 1100</td>
<td>INTROD. TO THE HOSPITALITY INDUSTRY</td>
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<td>TOUR 1200</td>
<td>TOURIST LEGISLATION</td>
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<td>TOUR 1080</td>
<td>FOOD AND BEVERAGES DEPARTMENT OPERATIONS</td>
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<td>TOUR 1120</td>
<td>INTRODUCTION TO THE TRAVEL INDUSTRY</td>
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<td>TOUR 2030</td>
<td>WHOLESALES EXCURSIONS</td>
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<td>TOUR 2051L</td>
<td>INTRODUCTION TO SABRE RESERVATIONS SYSTEM I AND LAB.</td>
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<td>TOUR 2100</td>
<td>GROUPS AND CONVENTIONS</td>
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<td>ROOMS DIVISIONS AND HOUSEKEEPING OPERATIONS</td>
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<td>TOUR 2421P</td>
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* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Tourism and Hospitality Practice is equivalent to 225 externship hours.
ASSOCIATE DEGREE IN OFFICE SYSTEMS
WITH MAJOR IN INFORMATION PROCESSING

OBJECTIVE

The Associate Degree in Office Systems with major in Information Processing provides students with the knowledge and skills needed to manage and administer an office. The graduate of this program will be skilled in operating office equipment while having a well rounded background and the ability to exercise good judgment, work independently and take full responsibility for handling the management of basic office tasks.

MINIMUM REQUIREMENTS:

- 24 Credits in General Education
- 16 Credits in Core Courses
- 41 Credits in Major Courses
- 3 Credits in Elective Courses
- 84 Total Credits

GENERAL EDUCATION:

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PROG 2311L USE AND MANAGEMENT OF ELECTRONIC SHEET LAB. 2
BUAD 2250 HUMAN RELATIONS 3

MAJOR COURSES:

OFSY 1201L BASIC TYPING AND LAB. 3
OFSY 1250 SPEEDWRITING IN SPANISH 3
OFSY 1301L DOCUMENTS PRODUCTION I AND LAB. 3
OFSY 1351L DOCUMENTS PRODUCTION II AND LAB. 3
OFSY 1400 DOCUMENTS CONTROL 3
OFSY 2101L DICTATION AND TRANSCRIPTION OF SPANISH SPEEDWRITING AND LAB. 3
OFSY 2700 WORD PROCESSING AND ELECTRONIC PRESENTATIONS I 3
OFSY 2711L WORD PROCESSING AND ELECTRONIC PRESENTATIONS I LAB. 2
OFSY 2201L DICTATION AND TRANSCRIPTION OF ENGLISH SPEEDWRITING AND LAB. 3
OFSY 2450 ADMINISTRATION AND OFFICE TECHNIQUES 3
OFSY 2751L ELECTRONIC BUSINESS WRITING AND LAB. 3
OFSY 2800 WORD PROCESSING AND ELECTRONIC PRESENTATIONS II 3
OFSY 2811L WORD PROCESSING AND ELECTRONIC PRESENTATIONS II LAB. 2
OFSY 2851P OFFICE PRACTICE AND INTEGRATING SEMINAR* 4

ELECTIVES 3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.
* The Associate Degree in Office Systems with Major in Information Processing Practice and Integrated Seminar is equivalent to 200 Practice Hours and 25 Contact Seminar Hours.
ASSOCIATE DEGREE IN OFFICE SYSTEMS
WITH MAJOR IN MEDICAL SECRETARY

OBJECTIVE

The Associate Degree in Office Systems with major in Medical Secretary will provide students the knowledge and skills needed in the automated medical office environment. Students will be working with concepts of medical terminology, procedures and administration of automated medical plans systems, within an integral and balanced education to offer an efficient service to the client.

MINIMUM REQUIREMENTS:

24 Credits in General Education
19 Credits in Core Courses
41 Credits in Major Courses
 3 Credits in Restricted Elective
 87 Total Credits

GENERAL EDUCATION:

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**MAJOR COURSES:**

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**ELECTIVES**

3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
* All cores courses with an asterisk and all major courses must be passed with at least a grade of C.
ASSOCIATE DEGREE IN OFFICE SYSTEMS WITH MAJOR IN LEGAL SECRETARY

OBJECTIVE

The Associate Degree in Office Systems with a major in Legal Secretary will provide students the opportunity to obtain the knowledge and skills to work effectively in today’s automated legal office. It will also provide the concepts of responsibility, honesty, loyalty and discretion needed in the legal office.

MINIMUM REQUIREMENTS:

- 24 Credits in General Education
- 4 Credits in Core Courses
- 50 Credits in Major Courses
- 3 Credits in Elective Courses
- **81** Total Credits

GENERAL EDUCATION:

- SPAN 1010-1020 BASIC SPANISH I, II 6
- ENGL 1010-1020 BASIC ENGLISH I, II 6
- ENGL 2050 CONVERSATIONAL ENGLISH 3
- HUMA 1010 HUMANITIES I OR SOSC 1010 SOCIAL SCIENCES I 3
- MATH 1010 BASIC MATHEMATICS 3
- BIOL 1010 INTRODUCTION TO BIOLOGY 3

**24**

CORE COURSES:

- SEMI 1001 UNIVERSITY ENVIRONMENT SEMINAR 1
- BUAD 2250 HUMAN RELATIONS 3

**4**

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<td>LAW 1300</td>
<td>CIVIL PROCEDURES</td>
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<td>LAW 1400</td>
<td>MORTGAGE AND NOTARIAL LAW</td>
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ELECTIVES 3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.
* The Associate Degree in Office Systems with Major in Legal Secretary Practice is equivalent to 200 practice hours and 25 contact seminar hours.
ASSOCIATE DEGREE IN
INFORMATION TECHNOLOGY

OBJECTIVE

The Information Technology Program prepares professionals in the use of different computer equipment in either the public or private sector. The graduate will obtain knowledge geared to the architecture, administration, diagnostic and maintenance of network communication through the use of the computer. Students will also be prepared to configure communication protocols for the Internet.

MINIMUM REQUIREMENTS:

21 Credits in General Education
11 Credits in Core Courses
52 Credits in Major Courses
2 Credits in Elective Courses
87 Total Credits

GENERAL EDUCATION:

BIOL 1010 INTRODUCTION TO BIOLOGY 3
ENGL 1010-1020 BASIC ENGLISH I, II 6
HUMA 1010 HUMANITIES I OR
SOSC 1010 SOCIAL SCIENCE I 3
MATH 1010 BASIC MATHEMATICS 3
SPAN 1010-1020 BASIC SPANISH I, II 6
21

CORE COURSES:

ACCO 1000 INTROD. TO ACCOUNTING I 4
BUMA 1000 INTROD. TO BUSINESS 3
SEMI 1001 UNIVERSITY ENVIRONMENT SEMINAR 1
SPAN 2000 BUSINESS SPANISH 2
11

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<tr>
<td>PROG 2371L</td>
<td>ELECTRONICS PRESENTATIONS AND LAB.</td>
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<tr>
<td>PROG 2470</td>
<td>ANALYSIS, DESIGN &amp; IMPLEMENT. OF SYSTEMS</td>
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<tr>
<td>PROG 2481L</td>
<td>ANALYSIS, DESIGN &amp; IMPLEMENT. OF SYSTEMS LAB.</td>
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</table>

**ELECTIVES**

3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.
* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.
* The Associate Degree in Information Technology practice is equivalent to 225 hours.
ASSOCIATE DEGREE IN
ELECTRONICS ENGINEERING TECHNOLOGY

OBJECTIVE

The Associate Degree in Electronics Engineering Technology provides students with the knowledge and skills in the electronics technology field. The graduates from this program will acquire the knowledge of electronics technology in order to be capable of obtaining an entry level position in industries as electronics technicians as well as being able to work independently repairing electronic devices and equipment. The program satisfies the needs of industries highly specialized in electronics. It also emphasizes automated processes using robotic arms and PLC’S. The curriculum is tailored to prepare students with advanced technical knowledge and high skills in electronics such as digital and logic circuits, principles of computers, microprocessors, microcomputers, communications, and industrial electronics.

MINIMUM REQUIREMENTS:

- 21 Credits in General Education
- 7 Credits in Core Courses
- 55 Credits in Major Courses
- 3 Credits in Elective Courses
- 86 Total Credits

GENERAL EDUCATION:

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<td>SOSC</td>
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<td>BIOL</td>
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### CORE COURSES:

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<tr>
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### MAJOR COURSES:

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<td>INTROD. TO THE MICROPROCESSORS</td>
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<td>ELEC 1350</td>
<td>OPERATING SYSTEMS FOR ELECTRONICS</td>
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<td>ELEC 2350</td>
<td>INTRODUCTION TO ROBOTICS</td>
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<td>ELEC 2500</td>
<td>MICROCOMPUTERS REPAIR</td>
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<td>ELEC 2511L</td>
<td>MICROCOMPUTERS REPAIR LAB.</td>
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ELEC 2750 ELECTRONIC EQUIPMENT REPAIR 3
ELEC 2761L ELECTRONIC EQUIPMENT REPAIR LAB. 2
ELEC 2850 PROGRAMMABLE LOGIC CONTROLLERS (PLC) 3
ELEC 2861L PROGRAMMABLE LOGIC CONTROLLERS (PLC) LAB. 1
ELEC 2901P ELECTRONICS PRACTICE* 3

**ELECTIVES**  3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Electronics Engineering Technology Practice is equivalent to 135 hours.
ASSOCIATE DEGREE IN ELECTRICAL ENGINEERING TECHNOLOGY

OBJECTIVE

The objective of this program is to provide the student the necessary skills in the field of Electrical Engineering Technology. The graduates of this program will be able to work as Electrical Power Technicians, assistant or installer of electrical and wiring systems among others. They will also be able to offer maintenance to equipment and electrical devices based on the Electrical Code Manuals as well as interpreting electrical diagrams and blue prints. The curriculum is designed to prepare the student not only in his area but also in the verbal communication both in Spanish and English based on the ethical norms of his profession for the benefit of the progress and quality of life of his community and country.

MINIMUM REQUIREMENTS:

19 Credits in General Education
21 Credits in Core Courses
39 Credits in Major Courses
3 Credits in Elective
82 Total Credits

GENERAL EDUCATION:

SPAN 1010 BASIC SPANISH I 3
ENGL 1010-1020 BASIC ENGLISH I, II 6
HUMA 1010-1020 HUMANITIES I - II OR
SOSC 1010-1020 SOCIAL SCIENCES I - II 6
ITTE 1010 COMPUTER LITERACY 3
ITTE 1011L COMPUTER LITERACY LAB. 1
19
## CORE COURSES:

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## MAJOR COURSES:

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<td>TRIPHASICS ELECTRICAL CIRCUITS ANALYSIS</td>
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<td>ELECTRICAL REGULATIONS AND WIRING</td>
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<td>ELEN 2460</td>
<td>ELECTRICAL ILLUMINATION SYSTEMS DESIGN</td>
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<td>ELEN 2901P</td>
<td>ELECTRICAL PRACTICE AND SEMINAR*</td>
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**ELECTIVES**  3

* Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Associate Degree in Electrical Engineering Technology Practice is equivalent to 225 hours.
CERTIFICATE PROGRAM
CERTIFICATE IN
COMPUTER REPAIR

OBJECTIVE

The student in the Certificate Program in Computer Repair will develop responsibilities towards his occupation; interest in keeping updated in the aspects of this discipline and being competent in the labor market. The student will apply the fundamental concepts for the configuration and assembly of the PC’s, installing, configuration and solving the basic conflicts of the networks operational systems. The students will work with the most used computer applications in the market, as well as install and manage the operational systems. They will also be trained for self employment and preparation for the most relevant Certifications for Computer Repair Technicians will be emphasized.

MINIMUM REQUIREMENTS

13 Credits in Core Courses
38 Credits in Major Courses
0 Credits in Electives
51 Total Credits

CORE COURSES:

<table>
<thead>
<tr>
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<td>TEEN 1500</td>
<td>TECHNICAL ENGLISH</td>
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<tr>
<td>BUAD 2250</td>
<td>HUMAN RELATIONS</td>
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<tr>
<td>BUAD 1500</td>
<td>SMALL BUSINESS ADMINISTRATION</td>
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<tr>
<td>MATH 2010</td>
<td>BASIC MATHEMATICS FOR ENGINEERING TECHNOLOGY</td>
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<td>CORE 1500</td>
<td>COMPUTERS ARCHITECTURE</td>
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<td>CORE 1511L</td>
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Before beginning internship, students must have completed all prerequisites of this internship course in accordance with the curriculum of the program.

* All core courses with an asterisk and all major courses must be passed with at least a “C” grade.

* The Certificate in Computer Repair Practice is equivalent to 90 hours.
COURSE DESCRIPTIONS

ACCO 1000: Introduction to Accounting I: 4 credits
This course deals with basic, modern accounting principles and their application to business accounting process. The complete accounting cycle is studied starting with individual businesses and reaching the corporations. Financial statements will be prepared and their impact on the decision making process will be analyzed.
(Pre-requisite: MATH 1010)

ACCO 1050: Introduction to Accounting II: 4 credits
In this course the accounting cycle and its impact in financial statements is analyzed. It presents valuation rules, effective formulas, investments, and other assets. Principles involving debts in short and long terms and the nature of capital accounting is studied. It also studies the different internal control techniques as well as cash flow, budget principles and payroll system.
(Pre-requisite: ACCO 1000,MATH 1010)

ACCO 2100: Intermediate Accounting: 3 credits
This course covers the study of assets, liabilities and the stockholder patrimony; recognition of the income and special problems in determining, and presenting them. Also, the analysis of financial statements is discussed. Basic elements of management accounting are also studied, as well as master budgets.
(Pre-requisite: ACCO 1000,1050,MATH 1010)

ACCO 2200: Puerto Rican Taxes: 3 credits
This course studies Puerto Rico’s tax systems, emphasizing the individual income tax system. Income tax, deductions, tax computation, individual and business tax are analyzed. It also includes principles of sales tax and tariff charges.
(Pre-requisite: ACCO 1000,1050,MATH 1010)
ACCO 2250: Computerized Accounting: 3 credits
In this course the student will become acquainted with a computerized program in which he will carry out all the duties related to accounting. Will be able to prepare reports of the field using the more advanced technological systems.
(Co-requisite: ACCO 2261L)
(Pre-requisite: ACCO 1000, ITTE 1010, 1011L, MATH 1010)

ACCO 2261L: Computerized Accounting Lab: 2 credits
In this laboratory the student will apply the different phases within the accounting cycle such as: create accounting codes, opening a general ledger, subsidiaries, recording daily transactions in journals, and preparing financial statements, all these within a computerized program.
(Co-requisite: ACCO 2250)
(Pre-requisite: ACCO 1000, ITTE 1010, 1011L, MATH 1010)

ACCO 2301P: Accounting Practice and Integrating Seminar: 4 credits
This course reinforces the student’s knowledge in the accounting area with the experience in a practice center, by performing 210 hours of externship practice. It also includes an integrated seminar of 15 hours where the student shares experiences about the practice centers, and the analysis of its relation to the accounting courses contents. External resources will be used as part of the course. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
(Pre-requisite: ACCO 1000, 1050, 2100 2200, 2250, 2261L, MATH 1010)

ACCO 2710: Money and Banking: 3 Credits
This course is the study and analysis of money, its development within the financial institution structures and its valuation in the market. It emphasizes the money and economic policy as an instrument that affects the administration of assets, liabilities, capital, interest rates, investment market, and banking services.
ACCO 4220: Principles of Auditing: 3 credits
This course includes the basic principles of auditing. The ethical and legal implications of an auditing system as well as the functions of the auditor in this process are discussed. It also includes the way to present reports and interpretation techniques.
(Pre-requisites: MATH 1010, 1050, ACCO 1000, 1050)

BANK 1010: Foundations of Banking Operations: 3 credits
Introductory course that includes basic data and concepts directed to the fundamental skills in banking operations. The student will learn about banking origins, the development of the banking industry, as well as its functions as an enterprise that provides services; functions of commercial banks, types of accounts, and the numerical classification system of The Federal Reserve System. It also covers the function of the Test and Transit Department and posting of negotiable instruments.

BANK 1020: Banking Regulations and Policies: 3 credits
This course analyzes the following topics: bank to bank check payments; credit functioning; credit financing charges; consumer loans; commercial loans, new sales promotions and activities modalities in banking incorporated to the customer service area.
(Pre-requisite: BANK 1010)

BANK 1030: Banking Credit: 3 credits
In this course, topics such as: consumer credit, credit approval, collection procedures, Fair Practice Collection Law, commercial loans, types of mortgage loans, approval sources, credit cards, credit cards fraud, electronic transfer of funds and leasing contracts are analyzed.
(Pre-requisite: BANK 1010)

BANK 2010: Foundations of Investments: 3 credits
In this course, the foundations of investments are discussed. The types of transactions with negotiable instruments, the markets and the applicability at local and international level are described. It covers among others the following topics: negotiable instruments of corporate income, fixed income, bonds investments, portfolio administrators, investment companies, and the risk factor in investments.
(Pre-requisites: BANK 1010, BANK 1020)
BANK 2101L: Bank Teller and Payer/Collector I Lab.: 3 credits

In this course, the student will learn about the functions, tasks, role, and image of the bank teller in a financial system. Also, he will acquire knowledge about how to carry out transactions, such as: cashing checks, receiving funds in deposits, loan payments, Christmas Club, Cash Advance, electricity and water bills, cash register operational procedures, opening methods, collection, and manual cash balance. The student will observe demonstrations of different bank transactions as studied in class and will initiate supervised practices in a laboratory.

(Pre-requisite: BANK 1010)

BANK 2201L: Bank Teller and Payer/Collector II Lab.: 3 credits

In this course, the knowledge of the daily transactions techniques and procedures performed by a payer and collector or bank teller is applied, through practical classes and simulations in the laboratory. The student will become familiarized with the use of manual and electronic equipment for the fast and accurate processing of all types of transactions. Emphasis will be given to the development of precision and mastery of the skill acquired in BANK 2101L. The student will carry out simulations of activities appropriate to cash register area, under the supervision of the professor. Exercises about the means to make loans and bill payments, techniques for counting money, checks processing and security measurement applications are included.

(Pre-requisites: BANK 2101L)

BANK 3010: Mortgage and Real Estate Market: 3 credits

This course is the study and analysis of mortgage markets and the financial programs available in the banking business. It includes the analysis of appraisals and real estate related concepts.

(Pre-requisites: BANK 1010, 1020, 1030, 2010)
BANK 4010: Customer Service: 3 credits
This course provides the basic and fundamental skills to develop the student in the know-how to deal with the public. It covers the following skills: verbal communication, non-verbal communication in the customer service, listening to the client, how to deal with difficult clients, stress management, time management, and promoting clients’ retention. It is complemented with practice exercises and simulations to develop the skills.
(Pre-requisite: BANK 1010, 1020, 1030)

BANK 4020: International Market: 3 credits
This course will provide the student the opportunity to discuss topics related to the global market. Among the topics to be covered are: international marketing concepts, multinational enterprise, world economy administration, foreign investments; foreign exchange market; international financial markets including: payments, barriers, integration, cost, and benefits.
(Pre-requisite: MKTG 2020)

BANK 4301P: Practice in Banking: 4 credits
This course complements the academic preparation that the student has received in academic terms with the practical experience in a working environment in a banking institution. The course will consist of 225 hours of practice in the industry. It requires all the duties and responsibilities that the banking institution establishes.
(Pre-requisite: BANK 1010, 1020, 1030, 2010, 2101L, 2201L, 3010, 4010, BUAD 3050)

BIOL 1010: Introduction to Biology: 3 credits
This course is designed to offer the student a fundamental knowledge of biological concepts. Emphasis is given to organisms, to the cell, genetics and physiological aspects of development.
BIOL 2000: Human Anatomy and Physiology: 3 credits
This course studies the basic concepts of human anatomy and physiology and analyzes the structure and functioning of different systems as well as the organ’s malfunctioning and its pathological effects on the human body. It includes the study of anatomy, functions, its anomalies and functional disorders.

(Pre-requisite: BIOL 1010)

BUAD 1500: Small Business Administration: 3 credits
The student will study the techniques, alternatives, obligations and legal aspects in a customer service environment, in order to gain customer service excellence, product guarantees, vendor and customer responsibilities and all other factors that promotes a complete service in all phases in the sales of products or services. Basic concepts and principles of small business planning and organizational process are also included.

BUAD 2050: Business Law: 3 credits
This course covers the basic principles in business law and its specific applications in management. It analyzes the nature and contents of business law, and its relation and importance in the enterprise and in the economics activities of our society.

BUAD 2250: Human Relations: 3 credits
This course covers the way people work in organizations and how they can be motivated to work collectively and in harmony, organizational behavior models, communication, stress to which employees are submitted, discipline, equal opportunities, social ethics, sexual harassment and self concept are discussed.

BUAD 2351P: Practice and Integrating Seminar: 4 credits
This course pretends to enrich the student’s knowledge in the administrative and technological areas with the experience in a practice center, by performing 210 hours of externship practice. It also includes an integrated seminar of 15 hours where the student develops a proposal by analyzing the needs of technology in a company. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisite: ACCO 1000, 1050, 2250, 2261L, ITTE 1010, 1011L, PROG 1150, 1161L, 2300, 2311L, 2470-2481L)
BUAD 3000: Human Resources Administration: 3 credits
This course consists of the principles and administrative practices related to the recruitment, selection and evaluation of personnel, their development, promotions, transfers, discipline, remuneration and collective bargaining agreements. These functions have the purpose of developing human resources encouraging an adequate working environment through the satisfaction and motivation of the employee.

BUAD 3050: Ethics in Business: 3 credits
The basic principles of ethics as a distinctive philosophical principle to distinguish between good and evil will be analyzed and its applications in the entrepreneurial, financial, and professional fields. The ethical and justice applications and principles applicable to our economical system and business organization types will be discussed.

BUAD 3190: Organizational Leadership: 3 credits
Analysis of the theories and principles that support the contemporary concept of leadership. Emphasis is given to the strengthening of the abilities and skills of the organizational leader. Development of strategies to work with the members of the team, inspire them to develop and implement innovative and creative activities, especially related to the organizational objectives. To facilitate and promote the development of the team members in order to achieve their development themselves as leaders.

BUMA 1000: Introduction to Business: 3 credits
This course provides a reference to elements important in a business, as well as the different types of businesses. It provides a complete description of the theoretical, practical, legal, financial and economic elements that provide the tools necessary to perform successfully in a business environment.

BUMA 1050: Introduction to Entrepreneurship: 3 credits
This course provides the elements necessary to develop a small business, with emphasis in the areas where the business will be operating.

(Pre-requisite: BUMA 1000. Does not apply to the Bachelor’s Degree in Education with Major in Preschool Education Program)
BUMA 2000: Business Regulations and Permissions: 3 credits
This course will place the small business on the legal environment that it will operate. The student acquires the knowledge to operate and administer his business in a legal and adequate manner. It is not a business law course, it includes a general view of the regulations that exist in our economic system.

BUMA 2050: Small Business Planning: 3 credits
This course provides the necessary information, forms, and worksheets required to start and operate a business. It helps students to plan and implement their ideas to begin operating a business.
(Pre-requisite: BUMA 1000, 1050, 2000)
(Pre-requisite for the Bachelor’s Degree in Education with Major in Preschool Education Program: BUMA 1050, MATH 1010)

BUMA 2100: Finance and Cash Flow: 3 credits
This course prepares the students with the convenient ways to apply the financing, and the cash flow techniques. Maximize the opportunities to have a successful business, as well as to prepare reports that help in the decision making process.
(Pre-requisite: BUMA 1000, 1050, MATH 1010)

BUMA 2150: Small Business Proposal and Development: 4 credits
The course will give the student the knowledge to prepare a business plan in order to increase the opportunities to have a successful business and to be successful in the process of obtaining appropriate financial support.
(Pre-requisite: BUMA 1000, 1050, 2000, 2050, 2100)
(Pre-requisite for the Bachelor’s Degree in Education with Major in Preschool Education Program: BUMA 1050, 2050, MATH 1010)
CHEM 2010: General Chemistry I: 4 credits
This course offers the basic principles of Chemistry. It covers changes, properties and classification of matter. The properties of the matter, the energy, and the atomic structure, chemical formulas, the atomic theory and the periodic chart are discussed. Students are introduced to the inorganic nomenclature. It also introduces topics on temperature, heat, pressure, and solutions.
(Co-requisite: CHEM 2011L, MATH 1010 for Pharmacy Technician students program)
(Pre-requisite: MATH 1010 for Nursing students program)

CHEM 2011L: General Chemistry I Laboratory: 1 credit
In this course the student will develop skills and learn the use and handling of the laboratory equipment. He will also apply and practice the theory acquired in classroom presentation.
(Co-requisite: CHEM 2010, MATH 1010 for Pharmacy Technician students program)
(Pre-requisite: MATH 1010 for Nursing students program)
(Pre-requisite: CORE 1500, 1511L)

CHEM 2020: General Chemistry II: 4 credits
This course discusses properties, reactions, production and applications of representative and transitional elements, precipitation reactions, acid-based and redox, general concepts of nuclear chemistry and electrochemistry. Formulas, nomenclature, properties, reactions and structure of organic matters are also discussed.
(Co-requisite: CHEM 2021L)
(Pre-requisite: CHEM 2010-2011L, MATH 1010)

CHEM 2021L: General Chemistry II Laboratory: 1 credit
In this course, the student will develop skills and learn the use and handling of the laboratory equipment. He will also apply and practice the theory developed in classroom presentation.
(Co-requisite: CHEM 2020)
(Pre-requisite: CHEM 2010-2011L, MATH 1010)
CORE 1500: Computers Architecture: 3 credits
This course includes the development of fundamental concepts for configuration and assembly of components such as: IRQ’S, DMA’S and Ports. It includes the study of peripheral equipments connected to the PC.
(Co-requisite: CORE 1511L)

CORE 1511L: Computers Architecture Lab.: 1 credit
This course includes the practical application of fundamental concepts for the configuration and assembly of components such as: IRQ’S, DMA’S and Ports. It also includes the analysis of peripherals and common failures.
(Co-requisite: CORE 1500)

CORE 1570: Internet Technical Research: 2 credits
This course adds the Internet dimension as a tool to search information and acquired specialized technical knowledge. It includes learning to do technical inquiries related to “driver” programs, certifications, computer specifications and diagnosis.
(Co-requisites: CORE 1571L)
(Pre-requisite: CORE 1500, 1511L)

CORE 1571L: Internet Technical Research Lab.: 1 credit
This course includes the practical application of CORE 1570 as a tool for searching information and technical knowledge in the Internet related to programs, certifications and computer diagnosis.
(Co-requisites: CORE 1570)
(Pre-requisites: CORE 1500, 1511L)

CORE 1600: Diagnostic and Maintenance of PC’s “Troubleshooting”: 3 credits
This course includes the basic architecture of all the components of a personal computer (PC). It includes the procedures of diagnostics and maintenance of a PC and its peripherals.
(Co-requisite: CORE 1611L)
(Pre-requisite: CORE 1500, 1511L, PROG 1550, 1561L)
CORE 1611L: Diagnostic and Maintenance of PC’s
“Troubleshooting” Lab.: 1 credit
This course studies the basic architecture of all the components of a personal computer (PC). It includes the basic works in the technical field of the computer repair and diagnostic programs.
(Co-requisite: CORE 1600)
(Pre-requisite: CORE 1500, 1511L, PROG 1550, 1561L)

CORE 1650: A+ Core Review: 2 credits
This course includes a review of the whole concentration material as requisite for the A+ Certification and knowledge of other technical certifications from Microsoft and other alternatives. Also included is the use of shareware diagnostics and computer repair methods.
(Pre-requisites: PROG 1550, 1561L, CORE 1500, 1511L)

CORE 1701P: Seminar / Practice: 1 credits
This course includes the application of knowledge and techniques of computer repairs. The student, in a cooperative agreement, will be evaluated in a real industry environment while developing his occupational techniques. Prior to internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.
(Pre-requisite: BUAD 1500, CORE 1600, 1611L, INTE 2500, 2511L, TEEN 1500)

DEAS 1200: Dental Anatomy and Nomenclature: 2 credits
This course studies and provides knowledge regarding dental anatomy, oral cavity, amount, composition, function of the tooth and of the soft tissue. The student will acquire knowledge regarding the tooth and its function in the oral cavity.
(Co-requisite: BIOL 1010)
DEAS 1210: Oral Anatomy, Head, Neck, Histology and Embryology: 2 credits

This course studies the basic knowledge and terminology related to the anatomy of head and neck emphasizing the oral cavity, the tooth and mastication. The student will learn the oral histology and embryology.

(Co-requisite: BIOL 2000)
(Pre-requisite: DEAS 1200, BIOL 1010)

DEAS 1300: Dental Materials Sciences: 2 credits

This course provides the student with the basic knowledge of dental materials. Includes the study of the chemical and physical properties of dental materials and their use in the field of odontology.

(Co-requisite: DEAS 1311L)

DEAS 1311L: Dental Materials Sciences Laboratory: 2 credits

This course offers the student the opportunity to experiment and practice with the dental materials used by the dentist in the dental profession. Students will learn to handle and mix materials and observe their reactions and various applications in dummies. This course broadens the student’s knowledge by means of a supervised laboratory practice.

(Co-requisite: DEAS 1300)

DEAS 1400: Dental Radiology: 3 credits

This course provides the student with the knowledge and fundamental aspects of dental radiology and its applications. The theoretical aspects of the use of dental radiology in the diagnosis and treatment of injuries and abnormalities of the oral cavity are studied.

(Co-requisite: DEAS 1411L)
(Pre-requisite: DEAS 1200,1210,1700,1711L)
DEAS 1411L: Dental Radiology Laboratory: 2 credits
This course provides practice in the use and handling of x-rays in the dental office using dummies as well as training in exposing and developing x-ray for the diagnosis and treatment in oral health.
(Co-requisite: DEAS 1400)
(Pre-requisite: DEAS 1200, 1210, 1700, 1711L)

DEAS 1500: Instruments and Clinical Science I: 2 credits
This course introduces dental assistant students to the instruments and procedures of a dental clinic. Provides the knowledge of the diverse functions and clinical situations in the dental office and the application of concepts of prevention techniques in oral health and patient education.
(Co-requisite: DEAS 1210, 1511L, 1700, 1711L)
(Pre-requisite: DEAS 1200, 1300, 1311L)

DEAS 1511L: Instruments and Clinical Science I Lab: 2 credits
In this course the dental assistant students practice the knowledge, skills and the techniques necessary for handling, preserving and storing dental instrument and dental materials.
(Co-requisite: DEAS 1210, 1500, 1700, 1711L)
(Pre-requisite: DEAS 1200, 1300, 1311L)

DEAS 1700: Microbiology, Oral Pathology, and Infections Control: 2 credits
This course offers the knowledge in microbiology that applies to modern dentistry. The course covers the analysis of problems concerning contamination of organisms that can produce oral infections, their treatment and their prevention in the field of dentistry.
(Co-requisite: DEAS 1210, 1711L, BIOL 2000)
(Pre-requisite: BIOL 1010, DEAS 1200)

DEAS 1711L: Microbiology, Oral Pathology, and Infections Control Lab: 1 credit
This course provides practice in observing and identifying the different microorganisms that cause oral infections. It also provides practice in the different techniques used in the control of these infections.
(Co-requisite: DEAS 1210-1700, BIOL 2000)
(Pre-requisite: BIOL 1010, DEAS 1200)
DEAS 1900: Preventive Dental Treatment: 2 credits
This course provides the knowledge of the preventive phase of oral health. It studies the methods to prevent and control dental diseases by applying different treatment options.
(Co-requisite: DEAS 1911L)
(Pre-requisite: DEAS 1200-1210-1300-1311L-1400-1411L-1500-1511L-1700-1711L-, BIOL 1010,2000)

DEAS 1911L: Preventive Dental Treatment Lab.: 2 credits
The students develop in a laboratory environment basic skills in the preventive area. The student also develops preventive conferences for group orientations to be presented outside the dental practice. (Co-requisite: DEAS 1900)

DEAS 2000: Expanded Functions in Restorative Pre-Clinic Science: 2 credits
This course provides the student with the knowledge and skills of the different restorative dentistry procedures. It also provides practical aspects of the procedures involved.
(Co-requisite: DEAS 2011L,2031,2041P)
(Pre-requisite: DEAS 1200,1210,1300,1311L,1400-1411L-1500-1511L,1700,1711L,1900,1911L-2600-2611L-BIOL1010-2000, PHAR 2560)

DEAS 2011L: Expanded Functions in Restorative Pre-Clinic Science Laboratory: 2 credits
This course develops in the student the skills in restorative procedures through the anatomical models. It also covers concepts of four handed dentistry.
(Co-requisite: DEAS 2000-2031-2041P)
(Pre-requisite: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010,2000)
DEAS 2031: Expanded Functions Preventive Science Clinic Seminar: 2 credits

This course provides students with the opportunity to discuss and evaluate critical clinical situations presented in the clinical practice with the odontologist. Students discuss their experience during the rotation in the clinic and identify alternatives in treatment and prevention.

(Co-requisite:  DEAS 2000, 2011L, 2041P)
(Pre-requisite: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)

DEAS 2041P: Expanded Functions Preventive Science Clinic Practice: 2 credits

This course offers students the opportunity to practice the knowledge acquired in preventive science and nutrition, tooth polishing, and topical application of fluoride, sealant application and oral hygiene in the patient. This will be performed in a dental clinic environment where a dentist and the professor in charge will supervise the student.

(Pre-requisite: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)

DEAS 2051: Expanded Functions Restorative Science Clinic Seminar: 2 credits

This course provides students the opportunity to discuss and evaluate clinical situations presented in the clinical practice in restorative. Students discuss their experience during the rotation in the clinic and identify alternatives to improve their skills in restorative procedures in the clinic.

(Co-requisite:  DEAS 2061P)
DEAS 2061P: Expanded Functions Restorative Science Clinic Practice: 2 credits

This course offers students the opportunity to practice the clinical procedures learned in theory courses and in the laboratories, especially in the course of Expanded Functions Restorative Science Clinic. It enhances in the student the skills and efficiency used in four handed dentistry and restoratives dental procedures.

(Co-requisites: DEAS 2051)
(Pre-requisites: BIOL1010, BIOL2000, DEAS1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2000, 2011L, 2031, 2041P-2600-2611L, PHAR 2560)

DEAS 2600: Instruments and Clinical Science II: 2 credits

This course is the continuation of Clinical Science I. It provides the necessary knowledge in the use and maintenance of instrumentation and materials used in the different specialties in the dental office.

(Co-requisite DEAS 2611L, 1900, 1911L)
(Pre-requisite: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, BIOL 1010, 2000)

DEAS 2611L: Instruments and Clinical Science II Lab. 2 credits

This Laboratory is designed for students to learn about all the instruments used in the different clinical procedures, their utilization and their maintenance.

(Co-requisite: DEAS 1900, 1911L, 2600)
(Pre-requisite: DEAS 1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, BIOL 1010, 2000)

DEAS 2931: External Clinic Seminar: 1 credit

This course consolidates and broadens the knowledge of the dental assistants, and their role as professionals in the field of modern dentistry. Films and lectures will be offered and experience from the supervised external clinical seminar will be evaluated and analyzed taking into consideration their performance in the external clinic.

(Co-requisite: DEAS 2941P)
(Pre-requisite: DEAS1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)
DEAS 2941P: External Clinic (Practicum): 2 credits
This course provides the student with a real dental office setting in which to practice all the knowledge, training and skills developed in the courses. The dentist where the service is offered as well as the professor in charge of external clinics will supervise this practice.
(Co-requisite: DEAS 2931)
(Pre-requisite: DEAS1200, 1210, 1300, 1311L, 1400, 1411L, 1500, 1511L, 1700, 1711L, 1900, 1911L, 2600, 2611L, PHAR 2560, BIOL 1010, 2000)

ECON 2000: Introduction to Economics: 3 credits
This course is an introduction to the fundamentals and technical aspects used in the micro and macro economy system. It also develops attitudes and consciousness toward the economy to comprehend the local and global reality as well as the economic systems.

EDUC 2020: Psychology of Human Development: 3 credits
This is the study of alterations or changes which arise in the human organism from conception until old age. It also analyzes the problems related to development and their repercussion in modern education, as well as the applicable theories.

EDUC 2030: Theories of Instruction: 3 credits
This course deals with the study of the different learning theories and their adaptation to the teaching process and diverse scenarios. Different theories and approaches are analyzed and compared. The function of technology in instruction is studied.

EDUC 2050: The Process of Active Game in the Child Learning: 3 credits
Theories of playing games will be studied, in relation to the holistic development and the educational process of childhood. Focus is given to planning activities to play games in and out of the classroom, considering cognitive social-emotional and kinesthetic aspects of childhood for self discovery. Critical analysis of commercial games emphasizing computerized ones is covered. Critical analysis of studies and scientific research will occur. Emphasis is given to the role of the adult in the games of childhood.
EDUC 3020: The Motor Skills and the Fine Arts: 3 credits
This course is geared toward the acquisition of experience in fundamental body movement, creative movement, rhythm and dance based on fire arts. Consideration is given to strategies and instructional methods, awakening of expression values.
(Pre-requisite: EDUC 2050)

EDUC 3120: Teaching Methodology: 3 credits
Study of the different methods and strategies used by teachers for a more effective and significant teaching and learning process. The use of technology in the teaching-learning process. Emphasis is given to the daily planning, the development of educational materials, preparing the official documents needed in the school, and using the computer as an educational instrument.

EDUC 3140: Sociological Foundations of Education: 3 credits
This course studies the interrelationship between the social, cultural and political elements and their influence in the educational systems. Discussion of the matters, which affect today’s education.

EDUC 3150: Philosophical Foundations of Education: 3 credits
This course studies the philosophical development of education and its goals, as well as the pioneer’s developers of educational philosophy. Also, emphasis will be given to the educational processes and events in Puerto Rico and the world in general.

EDUC 3160: Exceptional Population: 3 credits
The study of the different groups that make up the exceptional population, their characteristics, teaching strategies and the different placement alternatives. Identification and analysis of the law which guarantees the education of this population.
(Pre-requisite: EDUC 2020, EDUC 2030)

EDUC 3170: Curriculum Design and Revision: 3 credits
This course studies the principles for curriculum design and development. The relation between curriculum and instruction is discussed. Emphasis is given to the adaptation of the curriculum to the social changes. Provides experiences in the development of skills for the design of teaching units as well as course design.
(Pre-requisite: EDUC 2030, 3150)
EDUC 3180: Ethical and Legal Aspects in Education: 3 credits
This course studies the personal and professional ethics. It includes the analysis of different laws, local and federal, that regulate the educational process and the school environment in Puerto Rico.

EDUC 3190: Leadership and Creativity: 3 credits
Analysis of the theories and principles, which support the contemporary concept of leadership. Emphasis on the strengthening of abilities and skills of the educational leader to work with the members of a team, inspiring them in the development and implementation of the innovative and creative activities, specially those related to help others develop as leaders.

EDUC 3210: Lecto-scripture for Preschool Child: 3 credits
This course will develop in the student the necessary skills to enable them to know the process of read-writing and its foundations. Thinking with this as a base, the student will be able to diagnose, create a healthy environment to encourage read-writing and evaluate the processes to modify skills if necessary. The standards of the Department of Education of Puerto Rico shall be used.
(Pre-requisite: SPAN 1010, 1020, EDUC 3120)

EDUC 3230: The language Arts in the Preschool Child: 3 credits
In this course, the different arts of language shall be studied, speaking, reading, writing, listening with major emphasis on infantile (child-like) literature as a developmental mean. Through different infantile, classical and modern stories the arts of language skills shall be developed as well as the creativity of the preschool child.
(Pre-requisite: SPAN 1010, 1020, EDUC 3210, 2030, 3120)

EDUC 3250: Health, Nutrition and Security in the Preschool: 3 credits
The course will provide knowledge in preschool nutrition, nutritional values and the implications for good health and confidence in the physician for the holistic development of the child, considering the new Nutritional Standards.
EDUC 3270: Physical Education and Preschool Child: 3 credits
Introductory course of the discipline that studies the phenomenon of human movement, its contemporary scopes and visions on the way to be conducted. It integrates the recreational and sports programs for the preschool population.

(Pre-requisite: EDUC 3020, EDUC 2020)

EDUC 3290: Management Recreation Programs for Childhood Service: 3 credits
This course emphasizes in the planning, administration and evaluation of recreational programs and services geared toward childhood. It also includes the study and analysis of philosophical, organizing and practical affairs. Knowledge of policy and regulation which rule the establishment and development of a preschool educational center should be acquired by the student.

EDUC 4000: Proposal Development: 2 credits
This course covers the composition skills that provide students with a working knowledge of the basic tools of written expression. It is focused on the importance of written proposals and documentation related to trainings and workshops. Special emphasis is given on the editing and revision of general and technical documents related to proposals, applying the computer and other technology resources in multimedia center.

(Pre-requisite: EDUC 3120, ITTE 1010-1011L)

EDUC 4130: Measurement, Evaluation and Assessment: 3 credits
Study and analysis of the techniques and methods used to carry out measurement, evaluation and assessment in the classroom. Emphasis on the preparation, administration and interpretation of the tests and assessment techniques. Application of these techniques to diverse scenarios and populations.

(Pre-requisite: EDUC 2030, 3120, MATH 1010)
EDUC 4140: Teaching Methodology of Technology: 3 credits
Study, analysis and discussion of the new contents, methodology, approaches, goals, scope and basic competencies required for the teaching and training in the use of technology in education. Application to diverse populations and scenarios.
(Pre-requisite: EDUC 2020, 2030, 3120, 3140, 3150, 3160, 3170, ITTE 1010, 1011L, 2110, 2111L, 2220, 2221L, 3111L, 3190, 3191L, 4000, 4001L, 4211L)

EDUC 4150: Teaching Methodology of Office System: 3 credits
Introduction to the methodology of teaching business education in the office systems. Analysis of the competencies that the business education professor and the office systems student should have. Emphasis is given to daily and course planning, writing objectives, evaluation and other tasks related to the teaching professor.
(Pre-requisite: ITTE 1010, 1011L, 4211L, EDUC 2020, 2030, 3120, 3140, 3150, SIOF 1201L, 1301L, 1250, 1351L, 2700, 2711L, 2450, 1400)

EDUC 4160: Teaching Methodology of Accounting: 3 credits
Study, analysis and discussion of the new contents, methodology, approaches, goals, scope, and basic competencies required to teach accounting. Application to diverse populations and scenarios. Emphasis is given to daily and course planning, writing objectives, evaluation and other tasks related to the teaching professor.
(Pre-requisite: EDUC 2020, 2030, 3120, 3140, 3150, CONT 1000, 1050, 2100, 2250, 2261L, MATH 1010, 1050)

EDUC 4170: Teaching Methodology for Preschool: 3 credits
This course is a critical exam of the theories and practices within the process of teaching-learning at preschool level. The student will practice the implementation of models, techniques and strategies. Achievement of educational objectives at this level is oriented in a holistic manner and requires real work scenario experiences.
(Pre-requisite: EDUC 2020, 2030, 3020, 3120, 3160, 3210, 3230, 3250)
EDUC 4551P: Clinical Experiences: 5 credits
This course covers a series of clinical experiences carefully planned and properly supervised, geared towards the applied practice of related competencies in the teaching learning process. The student will be responsible for producing a creative project in which he will demonstrate his capability for integrating education to his/her major.

(Pre-requisite: EDUC 4140, EDUC 4150, EDUC 4160, 4170)
(Co-requisite: SEMI 4001)

ELEC 1010: Basic Electricity: 4 credits
This course provides the knowledge of the fundamental laws of electricity including the electrical function of typical circuits. Ohm’s law, Thevenin and Norton theorems, capacitance, inductance and reactance as well as transformer applications are included. The course is divided in two parts: the study of DC current; circuits and applications and the study of AC currents; circuits and applications.

(Co-requisite: ELEC 1021L)

ELEC 1021L: Basic Electricity Lab.: 2 credits
This course covers a practical approach to the theory and fundamental electrical laws studied in the course ELEC 1010. It includes a series of experiments on both DC and AC circuits. Themes included are resistance combinations, DC and AC resistive circuits combinations, RC, RL, and RLC circuits, Thevenin and Norton theorems and other circuits applications.

(Co-requisite: ELEC 1010)

ELEC 1030: Basic Electronics: 4 credits
This course includes the electronic fundamentals that will help develop practical knowledge used in the solution of real electronic circuit problems. Some of the subjects discussed are semiconductors, transistors, amplifiers, thrystors, optoelectronic components and applications in communication systems such as sound, radio and T.V.

(Co requisite: ELEC 1041L)
(Pre-requisite:ELEC 1010-1021L)
ELEC 1041L: Basic Electronics Lab.: 2 credits
This course includes a series of experiments directed toward the practical handling of diodes, transistors, thyristors and other electronic components. It includes the measurement of every component to verify its state, amplifier circuits and applications construction and analysis.
(Co-requisite: ELEC 1030)
(Pre-requisite: ELEC 1010-1021L)

ELEC 1050: Digital Electronics: 4 credits
This course provides the fundamentals of digital electronics that will help develop practical knowledge in solving real equipment situations. It includes techniques to diagnose digital circuits’ failures and includes logic gates, flip flops, combinational and sequential circuits and applications.
(Co-requisite: ELEC 1061L)
(Pre-requisite: ELEC 1010-1021L)

ELEC 1061L: Digital Electronics Lab.: 2 credits
This course includes experiments designed to apply the fundamentals of digital electronics that will help develop practical knowledge in solving real circuits’ situations. Techniques to diagnose digital circuits’ failures and repair methods are discussed. Experiments include logic gates, combinational and sequential circuits, flip-flops, decoders and multiplexers.
(Co-requisite: ELEC 1050)
(Pre-requisite: ELEC 1010-1021L)

ELEC 1350: Operating Systems for Electronics: 3 credits
This course includes the use and handling of personal computers with a graphic oriented operating system. The students are trained in the use and management of the Operating System in disc (DOS), and a graphic Operating System (GUI) to recognize their differences.
(Co-requisite: ELEC 1361L)
ELEC 1361L: Operating Systems for Electronics Lab: 2 credits
This course trains the student in the use and management of the Operating System in disc (DOS), and a graphic Operating System (GUI) to recognize their differences.
(Co-requisite: ELEC 1350)

ELEC 1500: Electronics for Microcomputers: 3 credits
This course provides the student with the knowledge of the fundamentals of electronics and includes the basic principles of the electrical functioning of circuits related to the computer. Circuit fundamentals are included such as measuring, replacement techniques used in the maintenance and repair of circuits such as Power Supplies, Monitors, and PC Boards, etc.
(Co-requisite: ELEC 1511L)

ELEC 1511L: Electronics for Microcomputers Lab.: 1 credit
This course provides students the laboratory experience in the application of the knowledge of the electronics fundamentals including the basic principles of the electrical functioning of a circuit as well as the measuring and replacement techniques employed in the maintenance and repair of circuits such as power supplies, monitors PC board.
(Co-requisite: ELEC 1500)

ELEC 2200: Introduction to the Microprocessors: 3 credits
This course presents the basic concepts of a microprocessor functioning, its interconnection to other elements such as memory, input and output devices and microprocessor programming. Its use as a control element for electronic equipment, programmable gates and elements of a microprocessor family are also included.
(Co-requisite: ELEC 2211L)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)
ELEC 2211L: Introduction to the Microprocessors Lab: 1 credit
This course includes experiments designed to develop skills in the handling and programming of a microprocessor trainer as a model of real microprocessors. Some of the themes included are algorithms, programming modes, addressing modes, pnemonic, opcodes, memory and I/O interfaces, electronic equipment control, etc.
(Pre-requisite: ELEC 2200)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2350: Introduction to Robotics: 3 credits
This course provides the student with a wide scope of the fundamentals and applications of industrial robotics. Basic concepts of industrial robots are included, such as: typical configurations of the articulations, control and programming units, commercial specifications, implementation and applications.
(Pre-requisite: ELEC 2361L)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2361L: Introduction to Robotics Lab.: 1 credit
As a complement to the robotics course, this course provides the student with the practical skills in programming, manipulating and maintenance of robotic arms articulations in the laboratory.
(Pre-requisite: ELEC 2350)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2400: Introduction to the Industrial Electronics: 3 credits
This course studies the basic concepts of industrial electronics such as: operational amplifiers used in industrial equipment applications and integrated circuits, industrial controls, motor operation, power and process controls, telemetry and data communications, sequential process and programmable controllers (PLC).
(Pre-requisite: ELEC 2411L)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)
ELEC 2411L: Introduction to the Industrial Electronics Lab.: 1 credit
This laboratory offers the opportunity to apply the basic concepts used in industrial applications including OPAMP’s, IC’s and PLC’s. Experiments include operational amplifier configurations and applications, trystors and applications, motor control systems, PLC’s basic ladder diagrams and industrial security.
(Co-requisite: ELEC 2400)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2450: Telecommunications: 3 credits
This course provides the student with updated concepts of the telecommunication systems including transmission and reception circuits, networks, microwaves, satellite, fiber optics and wireless technology.
(Co-requisite: ELEC 2461L)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2461L: Telecommunications Lab.: 1 credit
This course presents the students with a series of experiments including the use of a specialized telecommunications trainer. Experiments include the development of transmission and reception circuits using fiber optics, radar and telephony concepts including wireless technology, related to the telecommunications field.
(Co-requisite: ELEC 2450)
(Pre-requisite: ELEC 1030, 1041L, 1050, 1061L)

ELEC 2500: Microcomputers Repair: 3 credits
This course offers the basic architecture of all the components of a personal computer. It includes various troubleshooting and repair techniques of the different parts of a computer and its peripherals including the CPU, monitor, printer, keyboards, mouse, cameras and others.
(Co-requisite: ELEC 2511L)
(Pre-requisite: ELEC 1350, 1361L)
ELEC 2511L: Microcomputers Repair Laboratory: 1 credit
The course includes laboratory practices in which the student develops skills in troubleshooting and repairing of a personal computer. It includes diagnostic and repair techniques of power supplies, motherboard, and peripherals; such as monitors, printers, keyboards, mouse, cameras and others.
(Co-requisite: ELEC 2500)
(Pre-requisite: ELEC 1350-1361L)

ELEC 2750: Electronic Equipment Repair: 3 credits
This course presents the student the basic concepts of electronic equipment such as DVD’s, CD’s, and the new developments in electro domestic equipment such as TV’s and MWO. The course includes the techniques for troubleshooting the most common failures of each studied equipment.
(Co-requisite: ELEC 2761L)
(Pre-requisite: ELEC 1030-1041L-1050-1061L)

ELEC 2761L: Electronic Equipment Repair Laboratory: 2 credits
This course provides the student with the practice in electronic equipment covered in the course ELEC 2750: TV, MWO, DVD, and CD. It includes schematics reading and technical replacement manuals handling in repair and maintenance. The course includes the practice of troubleshooting techniques for the most common failures of each equipment.
(Co-requisite: ELEC 2750)
(Pre-requisite: ELEC 1030-1041L-1050-1061L)

ELEC 2850: Programmable Logic Controllers (PLC): 3 credits
This course prepares the student with the fundamentals of the functions and capacities of a PLC (Programmable Logic Controller). It includes the important aspects of security and operation. Also, the aspects of its connection, programming using ladder diagram, applications and maintenance (trouble shooting) are included.
(Co-requisite: ELEC 2861L)
(Pre-requisites: ELEC 2200,2211L,2400,2411L)
**ELEC 2861L: Programmable Logic Controllers (PLC) Lab.: 1 credit**

This course provides the student with the practical knowledge about the use, applications, programming and maintenance of PLC’s. The course includes the use of advanced PLC units for the interconnection of PLC to various applications of load controls and other process simulating industrial and general applications.

*(Co-requisite: ELEC 2850) *(Pre-requisite: ELEC 2200, 2211L, 2400, 2411L)*

**ELEC 2901P: Electronic Practice: 3 credits**

This course includes the application of the electronic knowledge and techniques in a manufacturing or service environment. The student, by means of a cooperative agreement, will be evaluated in a real industrial environment, at the same time that he develops his occupational techniques. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

*(Pre-requisites: ELEC 2500, 2511L, 2750, 2761L, 2350, 2361L, 2450, 2461L, 2850, 2861L)*

**ELEN 1000: Industrial Security: 3 credits**

The student will acquire the knowledge and fundamental concepts related to the security and health in the pharmaceutical, services manufacturing and electronic industry. Preventive and recursive measures to face physical accidents caused by electrical discharges, toxic gases inhaling and others will be covered. Labor Department and OSHA regulations applying to the industry will be reviewed.

**ELEN 1050: Thriphasics Electrical Circuits Analysis: 3 credits**

This course will present the student the concepts of monophasic and triphasics electrical circuits analysis applying the concepts of vectorial analysis of electromagnetic forces. The student will obtain additional knowledge to understand the generation and maintenance of potency of triphasics systems. The corresponding physics laws that apply to electrical force circuits such as Lentz, Ampere, Faraday, and other laws will be reviewed.
ELEN 2310: Electrical Machineries: 3 credits
The course of Electrical Machineries provides students with knowledge about the different forms of producing energy in alternators and the devices, mechanisms and machinery used in the transmission, distribution and consumption of alternate current. The student will study apparent reactive and real power, step-up and step-down transformers, monophasic, polyphasic and synchronous motors, voltage regulators synchronous converters and direct current machinery.
(Co-requisite: ELEC 2311L)
(Pre-requisites: ELEC 1010, 1021L)

ELEN 2311L: Electrical Machineries Lab.: 2 credits
In the laboratory of electrical machinery the student will develop the skills and abilities in the installation and management of the different machineries of direct and alternate current such as: DC Generators, triphasic and monophasic alternators, distribution transformers (step-down), monophasic and triphasic motors, voltage regulators, synchronous converters, motors and DC equipment.
(Co-requisite: ELEN 2310)
(Pre-requisites: ELEC 1010, 1021L)

ELEN 2320: Electrical Regulations and Wiring: 3 credits
The course on regulations and electrical wiring will provide the student knowledge about the reading and interpretation of blueprints and electrical diagrams. Studies on regulations and laws that rule the electrical installations (residential, commercial, and industrial) are included. Regulations, analysis and usage of the different devices and materials used in electrical installations are studied. Also included are the design methods utilizing the regulations of the National Electrical Code (NEC), NEMA, UL, OSHA and those of the Electrical Energy Authority (AEE).
(Co-requisite: ELEN 2321L)
(Pre-requisites: ELEC 1010, 1021L)

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ELEN 2321L: Electrical Regulations and Wiring Lab.: 2 credits

The laboratory of regulations and electrical wiring and installations will provide the necessary knowledge so the students will install the devices and electrical equipment (residential, commercial and industrial), guided by the interpretation of the electrical blue prints and diagrams. The student will apply the regulations and analyze the different devices and materials used in the electrical installations. The student will design and install the devices based on the regulations of the National Electrical Code (NEC), NEMA, UL, OSHA and the current regulations of the Electrical Energy Authority.

(Co-requisite: ELEN 2320)
(Pre-requisites: ELEC 1010, 1021L)

ELEN 2430: Electrical Power Systems: 3 credits

The course on Electrical Power Systems provides the student knowledge about the electrical system in Puerto Rico and its operation, starting with the different generation systems, transformation, transmission, distribution and consumption of the electrical energy including machinery, equipment, tools and devices; not only in triphasic but also in monophasic systems.

(Co-requisite: ELEN 2431L)
(Prerequisites: ELEN 2310, 2311L)

ELEN 2431L: Electrical Power Systems Lab.: 1 credit

In this laboratory, the student will make experiments related with the electrical transition and distribution system, triphasics generation, phases sequence, transmission lines, power transformations, alternators simulation, reactive power compensation in transmission lines, and safety considerations in the electrical power system.

(Co-requisite: ELEN 2430)
(Pre-requisites: ELEN 2310, 2311L)
ELEN 2440: Electrical Distribution: 3 credits
The course Electrical Distribution provides knowledge to the student of electrical technology about the basic structure of the electrical distribution systems and its typical problems. Radial systems, primary and secondary systems, loads’ electrical characteristics, distribution transformers, voltage regulators, and technical considerations in the construction of aerial and underground distribution lines will be studied. Problems in the quality of electrical power and security consideration are treated in this course.

(Pre-requisites: ELEN 2320, 2321L)

ELEN 2460: Electrical Illumination Systems Design: 3 credits
This course provides the student with the competencies needed to comprehend and analyze the different techniques used in the design of illumination and exterior systems. The course includes studies of the basic units utilized, physical functioning principles, mercury vapor and sodium lamps, luminaries’ descriptions, lighting control, interior and exterior lighting applications and security considerations in the installation and repair of interior and exterior illumination systems.

(Pre-requisites: ELEN 2320, ELEN 2321L)

ELEN 2550: Electrical Systems Protection: 3 credits
In this course, the student will study the adequate procedures to detect failures in the different control electrical systems and its correction afterwards. Supervision methods will be established for the preservation and maintenance program for electrical equipment.

(Co-requisite: ELEN2551L)
(Pre-requisites: ELEN2430, 2431L)
ELEN 2551L: Electrical Systems Protection Lab.: 1 credit

Theoretical–practical type of course for (professional) formation, with the general objective of rendering a global vision of the protection equipment mostly used in the Power Electrical Systems in a way the student will be able to select the most adequate protections and determine the necessary adjustments in a particular application, and also to understand and utilize the normalized symbology applied in the control and protection blueprints of these systems. The course considers expositive classes with the assistance of audiovisuals, complemented by the handling of notes and exercise guides, some of which are developed in class and the others are developed by the student individually. In addition, in the practice component, laboratory experiences will be developed in which the behavior of different protections is studied in simulated electrical systems under different operational conditions.

(Prerequisites: ELEN 2430, 2431L)

ELEN 2901P: Electrical Practice and Seminar: 3 credits

In this course, the knowledge and electrical techniques in a manufacturing or service environment will be applied. The student, by means of a cooperative agreement, will be evaluated in a real industry environment at the same time that he will develop his occupational skills.

(Prerequisites: ELEC 1010, 1021L, ELEN 1000, 2010, 2310, 2311L, 2320, 2321L, 2430, 2431L, 2440, 2460, 2550, 2551L)

ENGL 1010: Basic English I: 3 credits

This course has been designed to improve the student’s skills in listening, speaking, reading, and writing English as a second language. Emphasis is given to the development of listening, speaking abilities and development of vocabulary.
ENGL 1020: Basic English II: 3 credits
This course has been designed to improve the student’s skills in listening, speaking, reading, and writing English as a second language. Emphasis is given to the development of reading and writing abilities as well as reinforcement of listening and speaking abilities.
(Pre-requisite: ENGL 1010)

ENGL 2000: Business English: 3 credits
This course covers basic English business composition to provide the students with a working knowledge on the basic tools of oral and written expression. Special emphasis is given to business vocabulary, letters, and memoranda, reading and writing as coordinated skills for written composition and other written documents. (Pre-requisite: ENGL 1010-1020)

ENGL 2050: Conversational English: 3 credits
This course is designed to develop in the students the fundamental skills of oral communication in English. It pursues to develop in the students the necessary fundamental knowledge to enable them to perform effectively in diverse situations within the work environment. Formal and informal conversations will be carried out in the classroom.
(Pre-requisite: ENGL 1010,1020)

FINA 2100: Finance and Cash Flow: 3 credits
This course prepares the student with the convenient ways of financing, and the cash flow techniques. Maximize the opportunities to have a successful business.
(Pre-requisite: ACCO 1000,1050, MATH 1010)

FINA 2710: Money and Banking: 3 credits
This course is the study and analysis of money, its development within the financial institution structures and its valuation in the market. It emphasizes the money and economic policy as an instrument that affects the administration of assets, liabilities, capital, interest rates, investment market, and banking services.
GEOG 1010: Tourist Geography of North, Central, South America and the Caribbean: 3 credits
This course studies the tourist geography of North America, South America, Central America, and the Caribbean. Emphasis in the climate, topography, natural resources and tourist cultural characteristic language, currency, density, population history, transportation, capital cities hotels, restaurants, and tourists attractions.

GEOG 1020: TOURIST GEOGRAPHY OF EUROPE, AFRICA, ASIA AND AUSTRALIA
This course studies the tourist geography of Europe, Africa, Middle East, Asia, Australia, New Zealand and the South Pacific Island with emphasis on the climate, topography, natural resources and tourist cultural characteristic language, currency, density, population, history, transportation capital cities, hotels, restaurants and tourist attractions.

HEED 1020: Foundation of Education for Health: 3 credits
The philosophical, social, psychological, legal, and public health foundations that serve as basis to develop a health education program in the school and the community will be analyzed.

HEED 1040: Nutrition, School and Community: 3 credits
This course provides the knowledge about food, its components, and the implications of a balanced diet for good health. The new recommendations for the ingestion of food, the relation between nutrition and school performance and the educational and nutritional programs directed to different populations and the controversy areas related to nutrition are discussed.
(Pre-requisite: BIOL 1010)

HEED 1500: First Aid: 3 credits
The techniques employed for the immediate care of a person in a medical emergency situation to prevent harm or death are studied. It includes the following cases: shocks, cardiopulmonary resuscitation, fractures, intoxication, insect bites and burns.
HEED 2050: Environmental Health Education: 3 credits
The foundations of environmental health and its relation to Health Education will be analyzed, with the purpose of protecting life, preserving individual and community health in the following areas: air, water, soil, and food. The prevention of contamination, control and disposition of garbage and other debris, noise control, adequate treatment of food as well as sustainable development of the ecological environment will be discussed.
(Pre-requisites: BIOL 1010, HEED 1020)

HEED 2060: Personality Dynamics and Mental Health: 3 credits
The personality from various perspectives in psychology is discussed, giving emphasis to psychoanalytical, behavioral, humanistic and cognitive and features. Analysis of the main mental health problems in Puerto Rico and their impact in individual and community health highlighting the role that health education plays in terms of their prevention and treatment.
(Pre-requisites: EDUC 2020, HEED 1020)

HEED 2080: Health Education During the Adulthood and Old Age: 3 credits
Study of the basic principles of gerontology and andragogy and their application to health education during adulthood and old age. The outstanding theories of the biology, psychology, education, and sociology fields about the aging process in function of the promotion of integral health are discussed.
(Pre-requisite: HEED 1020)

HEED 3010: Health and Quality of Life: 3 credits
In this course, the students will study the fundamental knowledge of natural sciences. It emphasizes the foundations of human physiology related to the structure and functioning of the human body. In particular, they are studied in relation to health. It also highlights the impact that this knowledge offers to the life quality of the human being.
HEED 3020: Health Education Counseling: 3 credits
Study of the philosophy and objectives of counseling and their relation to health education. By means of the media utilized, the students will be facilitated the process of identifying and managing different counseling models utilized in health education, with special attention to the intervention models in group dynamics.
(Pre-requisites: EDUC 2020, 2030, 3140, 3150, HEED 1020)

HEED 4040: Human Sexuality and Education : 3 credits
Analysis of the biological, psychological, legal, social, and cultural bases of human sexuality, with emphasis in the implications for sexual education. The role of the health teacher in the prevention of problems related to sexual and reproductive health will be discussed.
(Pre-requisites: BIOL 1010, 2000, EDUC 2020)

HEED 4120: Teaching Methodology of Health Education : 3 credits
Theoretical and practical analysis of the teaching-learning process in health education. Planning, curricular analysis, teaching adaptation and implementation, and learning instruction and evaluation in the health education field are emphasized.
(Pre-requisites: EDUC 2020, EDUC 2030, EDUC 3140, HEED 1020, 1040, 2050, 2060, 2080, 3010, 3020)

HEED 4311P : Interdisciplinary Experiences: 3 credits
Collection of clinical experiences, deliberately planned and properly supervised, geared towards the practical application of health teaching in public and private schools as well as in the community. The student will complete 200 hours in a school and 100 hours in an institution that provides services to the community. The student will be responsible of the production of a creative project in which he will show the acquired knowledge and its relation with the community.
(Pre-requisite: EDUC 2020, EDUC 2030, EDUC 3140, EDUC 3160, HEED1020, HEED 1040, HEED 3010, HEED 2050, HEED 2060, HEED 2080, HEED 4120, HEED 3020, HEED 4040)
HIST 1010: History of Puerto Rico: 3 credits
This course deals with the historic development of the Puerto Rican society since “Pre-Colombian” time until the 21st Century. This course will encourage a sense of belonging, responsibility, security, and identification in the student with the elements that suit our idiosyncrasy. It is our duty to know, love and protect our identity and culture. During his educational development, the student will learn aspects that are related to the colonization, political, religious, economic and social development in the historic times of our people and society.

HIST 4020: History of United States: 3 credits
The student will acquire general knowledge on the history of the United States. Through this course, students will analyze different aspects of the political, social and economic development through the historical periods of the North American society. Controversial issues and their relation with the world will also be studied. The impact of the relation between the United States and Puerto Rico will be studied.

HUMA 1010: Humanities I: 3 credits
Study of Western Civilization since its beginning until the fall of Rome. The following aspects will be taken into consideration: literature, society, politics, economy, art, religion, and philosophy.

HUMA 1020: Humanities II: 3 credits
Covers the study of the Western civilization from the Middle Ages up to the XX Century. The most important aspects, such as history, literature, art, religion, philosophy, society, economy and politics will be taken into consideration.

INTE 2450: Data Communications: 3 credits
This course covers general information regarding the protocols of data communication currently in use. Emphasis is given to transport systems no matter the physical medium with an example to be studied in detail: TCP/IP and the functioning of the Internet including the design, implementation and the programming of applications that use it.

(Co-requisite: INTE 2461L)
(Pre-requisite for Information Technology Program: ITTE 1010, 1011L, PROG 2350-2361L) (Pre requisite for Computer Repair Technical Program: PROG 1500-1511L)
INTE 2461L: Data Communications Lab: 2 credits
In this laboratory the student applies the knowledge and abilities required for the configuration, installation, maintenance and use and support to a network based in Transmission Control Protocol/Internet Protocol (TCP/IP) in Windows.

(Co-requisite: INTE 2450)
(Pre-requisite for Information Technology Program: ITTE 1010, 1011L, PROG 2350-2361L) (Pre requisite for Computer Repair Technical Program: PROG 1500-1511L)

INTE 2500: Local Area Networks: 4 credits
This course includes the environment of a computer local area network (LAN). It also includes the topologies, physical means of transmission and the elements that make up a network. Basic functions and utilities to administer a network are also discussed.

(Co-requisite: INTE 2511L)
(Pre-requisite for Information Technology Program: ITTE 1010, 1011L, 2350-2361L)
(Pre requisite for Computer Repair Technical Program: PROG 1550-1561L)

INTE 2511L: Local Area Networks Lab: 2 credits
In this laboratory the protocols are configured where emphasis is given to the Transmission Control. Also, a computer network is installed and configured which includes network adapters and the preparation of wires.

(Co-requisite: INTE 2500)
(Pre-requisite for Computer Repair Technical Program: PROG 1550-1561L)
(Pre-requisite for Information Technology Program: ITTE 1010, 1011L, 2350-2361L)

INTE 2540: Computer Networks Architecture: 3 credits
Study of the nature, characteristics, structure and functions of a network and it’s components.

(Co-requisite: INTE 2551L)
(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)
INTE 2551L: Computer Networks Architecture Lab: 1 credit
The student will learn the techniques used to assemble physical components in a network. He will also install and configure a Local Area Network.

(Co-requisite: INTE 2540)
(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 2560: Networks Administration: 3 credits
The student will learn the process to configure protocols and servers, create users and apply security systems. He will also learn to monitor resources and processes on a network.

(Co-requisite: INTE 2571L)
(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2571L: Networks Administration Lab: 1 credit
The student will manage processes, configure servers, modems, printers and protocols. He will also create users, apply system securities, supervise and audit resources.

(Co-requisite: INTE 2560)
(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L, INTE 2500, 2511L)

INTE 2601P: Information Technology Practice: 4 credits
The student will acquire knowledge and occupational skills under an industrial and business cooperative agreement. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisites: INTE 2500, 2511L, 2540, 2551L, 2560, 2571L, ITTE 1010, 1011L, PROG 1150, 1161L, 2250, 2261L, 2350, 2361L)

INTE 3010: Web Page Design: 3 credits
In this course the student will have the opportunity to learn the design, publication and maintenance of web pages utilizing tools such as FrontPage.

(Co-requisite: INTE 3011L)
(Pre-requisite: ITTE 101, 1011L)
INTE 3011L: Web Page Design Laboratory: 1 credit
This course includes the practice at a laboratory where the student will be able to develop skills in the design, publication and maintenance of Web pages.
(Pre-requisite: ITTE 1010, 1011L)

INTE 3020: Repair and Maintenance of PC: 3 credits
This course permits the student to work with the architecture of the personal computers.
(Co-requisite: INTE 3031L)
(Pre-requisites: ITTE 1010, 1011L, PROG 2350, 2361L)

INTE 3031L: Repair and Maintenance of PC Lab.: 1 credit
This course provides the student the opportunity to work in the diagnosis, repair and maintenance of computers. It includes the diagnostic and repair techniques of Power Supplies, Motherboards and peripherals.
(Co-requisite: INTE 3020)
(Pre-requisites: ITTE, 1010, 1011L, PROG 2350, 2361L)

INTE 4010: Networks Security and Auditing: 3 credits
This course introduces the student to the techniques and functions of information systems security and auditing. It provides the foundation for the student’s active involvement in information systems auditing.
(Pre-requisite: ITTE 1010, 1011L, PROG 1030)

INTE 4120 Introduction to Electronic Commerce: 3 credits
The student will understand how Internet works and its integration in business. The student will develop the necessary skills to do merchandising through Internet.
(Co-requisite: INTE 4131L)
(Pre-requisite: ITTE 1010, 1011L, INTE 3010, 3011L)

INTE 4131L: Introduction to Electronic Commerce Lab.: 1 credit
The student will apply his/her knowledge on the theory of electronic trade to create an environment of small business on Internet based on a real life situation.
(Co-requisite: INTE 4120)
(Pre-requisite: ITTE 1010, 1011L, INTE 3010, 3011L)
INTE 4161P: Information Technology Practice: 4 credits

The Practice of Information Technology involves a corporative agreement with the industry and commerce where the student receives occupational knowledge and skills in the real world to carry on supervised work experiences.

(Pre-requisite: ITTE 1010, 1011L, PROG 1030, 1150, 1161L, 2250, 2261L, 2350, 2361L, 2371L, 2470, 2481L, 3350, 3361L, 3370, 3371L, 3420, 3431L, TEIN 2450, 2461L, 2500, 2511L, 2544, 2551L, 2560, 2571, 4010, 3020, 3031L, 4120, 4131L)

ITTE 1010: Computer Literacy: 3 credits

Study of the theory and evolution of information processing as a system and its cycle. Study of the subsystems of information processing and of the concept of telecommunication.

(Co-requisite: ITTE 1011L)

ITTE 1011L: Computer Literacy Lab.: 1 credit

Application of the technical concepts and the managing of the operation systems and application programs, such as: text processor, electronic spreadsheet software to create presentations and databases.

(Co-requisite: ITTE 1010)

ITTE 2110: Operating Systems: 3 credits

The study of fundamental concepts of operating systems. Analysis of operating systems from DOS to actual: Microsoft Windows, Unix, etc.

(Co-requisite: ITTE 2111L)

(Pre-requisites: ITTE 1010, 1011L)

ITTE 2111L: Operating Systems Lab.: 1 credit

This course studies the analysis and implementation of the up to date operating systems. The standards develop skills in the use and management of DOS and Windows Operating Systems.

(Co-requisite: ITTE 2110)

(Pre-requisite: ITTE 1010, ITTE 1011L)
ITTE 2220: PC Architecture: 3 credits
This course studies the computer structure and operation. Analysis of the nature and characteristics of the modern computer systems. Includes the development of fundamental concepts for configurations and assembly of components such as: IRQ’s, DMA’s and ports. Also includes the study of peripherals equipment connected to the PC.
(Co-requisite: ITTE 221L)
(Pre-requisite: ITTE 1010, 1011L, MATH 1010)

ITTE 2221L: PC Architecture Lab.: 1 credit
Techniques for the assembly of physical components of a PC. Simple repairs and change of components. It includes also the practical application of fundamental concepts for the configuration and assembly of components such as: IRQ’s, DMA’s and ports.
(Co-requisite: ITTE 2220)
(Pre-requisite: ITTE1010, 1011L, MATH 1010)

ITTE 3111L: Development of Multimedia Materials and Workshop: 2 credits
Basic concepts in design of multimedia materials. Study of the strategies to create multimedia presentations. Analysis of the software available in the market for the design of multimedia materials.
(Pre-requisites: ITTE 1010,1011L, MATH 1010, EDUC 2030)

ITTE 3190: Fundamentals of Telecommunications: 3 credits
Basic principles of transmission and communications. This course provides the student with updates concepts of the telecommunication systems including transmission networks, microwaves, satellites, and fiber optics.
(Co-requisite: ITTE 3191L)
(Pre-requisites: ITTE 1010,1011L,2110, 2111L)
ITTE 3191L: Fundamentals of Telecommunications Lab.: 1 credit
In this course the student will apply the basic principles of data transmission and communication, and practices with a series of experiments in the use of specialized trainers for the development of transmission and reception circuits with the use of fiber optics, and telephony concepts.
(Co-requisite: ITTE 3190)
(Pre-requisites: ITTE 1010, 1011L, 2110, 2111L)

ITTE 4000: Data Communications: 3 credits
This course prepares the student to develop common knowledge on the protocols existing in data communication. The student will acquire the basic knowledge that will allow him to configure, install, use and give support to a net based on transmission and control of Protocol/Internet and Protocol (TCP/IP) in Windows.
(Co-requisite: ITTE 4001L)
(Pre-requisites: ITTE 1010, 1011L, 2110, 2111L)

ITTE 4001L: Data Communications Lab.: 1 credit
In this course the student will be able to configure, install, use and give support to a net based on transmission and control Protocol/Internet and Protocol (TCP/IP) in Windows.
(Co-requisite: ITTE 4000)
(Pre-requisites: ITTE 1010, 1011L, 2110, 2111L)

ITTE 4211L: Integrating Technology in the Curriculum and Workshop: 2 credits
Development of abilities and skills in students in the evaluation, selection and acquisition of technological equipment for educational purpose. Use and management of computer applications, to create program and instructional activities. This course studies the structure and functioning of technological equipment and its integration to the curriculum. It also analyzes the nature and characteristics of modern electronic systems
(Pre-requisites: ITTE 1010, 1011L, EDUC 2020, 2030, 3120)
ITTE 4220: Network Design: 3 credits
Application of concepts in telecommunications. Network design with emphasis in Ethernet. Concepts of analog and digital communication, telephony, wiring and data communication will be emphasized.
(Prerequisite: ITTE 4221L)
(Prerequisites: ITTE 1010, 1011L, 2110, 2111L)

ITTE 4221L: Network Design Lab.: 1 credit
Design and setup of an Ethernet network. This course includes also the environment and configuration of a computer local area network.
(Prerequisite: ITTE 4220)
(Prerequisite: ITTE 1010, 1011L, 2110, 2111L)

ITTE 4230: Assistive Technology: 2 credits
This course pursues to develop consciousness in future teachers of the existence and use of technology adapted to the leaning of populations with hearing, visual cognitive and mobility impairments, among others.
(Prerequisite: EDUC 2020)

ITTE 4440: Fundamentals of Technology of Distance Education: 3 credits
Fundamental concepts of distance education. Analysis of the use of technology in open teaching and distance education. Selection of hardware and software.
(Prerequisite: ITTE 1010, 1011L, 3111L, 4000, 4001L, 4211L, EDUC 3120)

LAW 1100: Introduction to Law: 3 credits
This course covers the introduction to the Rights which studies the development and influences of the Roman and English Law until modern times. It emphasizes the sources of law and how to apply them.
LAW 1200: Legal Investigation: 3 credits
This course will provide the student with the necessary skills to develop an investigation methodology and juridical analysis in the legal profession. It also provides the student with the oral and written style and juridical language, through exercises, argumentations and discussions of legal situations.
*(Pre-requisite: LAW 1100)*

LAW 1300: Civil Procedures: 3 credits
This course covers the study of civil laws such as Family Law, Property law, contracts and successions. A study of civil procedures used in ordinary cases in local courts. Rules and statutes pertaining to civil law and procedures are emphasized.
*(Pre-requisite: LAW 1100)*

LAW 1400: Mortgage and Notarial Law: 3 credits
This course will provide the student the knowledge of the mortgage, notarial and other related laws.
*(Pre-requisite: LAW 1100)*

LAW 1500: Legal Documents Writing: 3 credits
In this course, emphasis is placed on the development of skills related to techniques used in editing documents and legal correspondence. The course also studies the process followed by the documents originated and emphasizes the use of technical legal vocabulary.
*(Pre-requisite: LAW 1100,1300)*
*(Co-requisites: SIOF 1351L)*

MATH 1010: Basic Mathematics: 3 credits
Review of arithmetic concepts, set theory, properties of real numbers, operations with integers, exponential notation, algebraic properties, operations with polynomials, and factoring, equations, inequalities, rational expressions, linear equations and systems of linear equations, radicals and quadratic equations with one variable. Concepts will be applied to specific examples.
MATH 1050: Business Mathematics: 3 credits
This course presents an introduction to business mathematics. The first part emphasizes the skill development in the numeric fundamental operations. Also it includes an introductory analysis, discussion and application of rules, principles and common habits that guide the commercial activity simple and compound interest, as well as commissions, sales discounts, present and future value and payroll are analyzed.  (Pre-requisite: MATH 1010)

MATH 2010: Basic Mathematics for Engineering Technology: 3 credits
This course provides the basic knowledge of algebra and how they can be applied to the concepts and needs of the theory and practice in the electronics field. It includes algebraic equations, inequalities, exponentials, polynomials and graphics.

MATH 2050: Applied Mathematics: 3 credits
(Pre-requisite: MATH 1010)

MESE 1010: Medical Terminology: 3 credits
This course develops skills on the basic medical vocabulary most commonly used. It also covers, roots, prefixes, and suffixes related to the health field. It studies the medical vocabulary for all the body systems. Besides, it provides an understanding of the scientific written and spoken words commonly used in the health field.
(Pre-requisite: BIOL 1010,2000)
MESE 2020: Medical Insurance Billing: 2 credits
This course offers the student a wealth of information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms manually and electronically.

(Co-requisite: MESE 2021L)
(Pre-requisite: BIOL 1010, 2000)

MESE 2021L: Medical Insurance Billing Lab. :1 credit
This course offers the student information concerning the different medical insurance plans available, as well as the different invoicing methods used in a medical dental office. It is expected that the student upon completion of the course will have developed the skills and knowledge of procedures necessary to promptly and efficiently transmit all medical insurance forms, manually and electronically.

Pre-requisite: BIOL 1010-2000)
(Co-requisite: MESE 2020)

MICR 1000: Basic Microbiology: 3 credits
Students will study the history, morphology, genetics, metabolism, microorganism, and taxonomy in their relation with humans in their environment. Knowledge and skills will be provided: pathology and the virulence in the human diseases. Students will learn how to prevent and control infections, sterilization, safety, prevention and control of toxic waste.

(Co-requisite: BIOL 1010)
MKTG 1010: Marketing Principles: 3 credits
The study of the necessary functions for the distribution of service and goods from the producers toward the final consumer. The course offers the students an introduction to the total integrated marketing system and its basics elements, such as product, price, promotion and distribution. Also includes the study of the macro environment and government regulations that affect it. The consumers behavior is also studied as well as the modern marketing trends and positioning.

MKTG 2020: Marketing Techniques in Banking Systems: 3 credits
This course will offer the student information related to marketing concepts and practices applied to the financial services sector, joined to the general competencies, which will permit them to apply marketing strategies that generate benefits. It deals with topics such as: definition of the marketing concept, models of clients’ behavior, marketing planning process, marketing strategies, communication and distribution in the sales of products and services.

NURS 1000: Nursing Theory and Evolution: 3 credits
This is the introductory course to the nursing discipline. It studies the historic evolution and theory of nursing and the most important in U.S.A. and Puerto Rico in this field. It also studies concepts of the human being, environment, communications, health-disease, nursing and its implications in direct patient care. It covers current educational level from practical nursing to a doctorate degree as well as the different roles and functions performed by nursing in accordance with the Puerto Rico’s law.

NURS 1050: Pharmacology and Nursing Implications: 3 credits
This is a theoretical course of pharmacology that emphasizes the action mechanics and the medicine administration emphasizes given to the nursing functions.
(Co-requisite: BIOL 2000)
(Pre-requisite: BIOL 1010, NURS 1000)

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NURS 1200: Posology for Nursing: 2 credits
Theory course in Posology in which the function of nursing in calculating dosage and administration of medicines is emphasized. It includes the study of the dosage forms and ways of administration. Integrating and emphasizing nursing concepts, patient education, family education, and error prevention when administering medication.
(Co-requisites: BIOL 2000, NURS 1211L)
(Pre-requisites: BIOL 1010, MATH 1010, NURS 1000)

NURS 1211L: Laboratory Skills for Posology and Medicines Administration: 1 credit
This laboratory is designed for the nursing student to develop and apply the fundamental skills necessary for dosage calculation and medicine administration: oral, parenteral, topical and inhalation administration. (Co-requisites: BIOL 2000, NURS 1200)
(Prerequisites: BIOL 1010, MATH 1010, NURS 1000)

NURS 1300: Fundamentals of Nursing: 2 credits
This course introduces the direct care and the fundamentals skills for guiding the patient in satisfying their basic needs on hygiene, physical and psychological comfort, security, prevention, and infection controls. Emphasis is given in the nursing process as the solution to problems related to respiratory, cardiovascular, nourishment, and elimination functions.
(Co-requisite: BIOL 2000, NURS 1311L)
(Pre-requisite: NURS 1000, BIOL 1010, MATH 1010, MICR 1000)

NURS 1311L: Fundamentals of Nursing Lab.: 2 credits
This course introduces the application to the fundamental skills of nursing in patient direct care. Emphasis is given to the solution of problems related to basic needs on hygiene, physical and psychological comfort, security, prevention, and infection controls. Also provides for the nursing process as the solution to problems related to respiratory, cardiovascular, nourishment, and elimination functions.
(Co-requisite: BIOL 2000, NURS 1300)
(Pre-requisite: NURS 1000, BIOL 1010, MATH 1010, MICR 1000)
NURS 1500: Nursing Ethics and law: 2 credits
This course provides the student with the basic knowledge of nursing legislation, theoretical guidelines of the ethics, moral aspects of nursing and the laws and their implications in the practice of nursing. The swearing of Florence Nightingale and Hippocrates, as well as the ethical code of nursing will be studied.
(Pre-requisites: NURS 1000)

NURS 1550: Nursing Interventions with Adult and Elder with Health Alterations I: 3 credits
This course is designed so that the student can analyze common pathophysiological processes that affect the individuals during adult-hood and elderly. It emphasizes nursing interventions with the patient and his family in cases of cellular damage, immunological problems, surgical processes, sensoperceptual problems and oxygenation problems.
(Co-requisite: NURS 1500, 1561P)
(Pre-requisite: BIOL 1010, 2000, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, CHEM 2010, 2011L, MICR 1000)

NURS 1561P: Nursing Interventions with Adult and Elder with Health Alterations I (Practicum): 1 credit
The clinical practice provides the student with the opportunity to intervene in the caring of the patient and his family in cases of common pathophysiological processes that affect the individual during adulthood and elderly. It emphasizes nursing interventions in cases of cellular damage, immunological problems, surgical processes, sensoperceptual problems and oxygenation problems.
(Co-requisite: NURS 1500, 1550)
(Pre-requisite: BIOL 1010, 2000, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, CHEM 2010, 2011L, MICR 1000)
NURS 1600: Nursing Interventions with Adult and Elder with Health Alterations II: 3 Credits

This course is designed so that the student can analyze common pathophysiologies that affect the individual during adulthood and elderly. It emphasizes nursing intervention with the patient and his family in cases of ingestion, digestion, absorption and elimination problems, regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1611P)
(Pre-requisites: BIOL 1010, BIOL 2000, CHEM 2010, 2011L, MICRO1000, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P)

NURS 1611P: Nursing Interventions with Adult and Elder with Health Alterations II (Practicum): 1 credit

This clinical practice provides the student with the opportunity to intervene in caring for the patient, who suffers common pathophysiologies during adulthood and old age as well as his family and community. Emphasis is given in the nursing care of the patient, families and communities with ingestion, digestion, absorption and elimination regulatory mechanisms, coordination and mobility.

(Co-requisites: NURS 1600)
(Pre-requisites: BIOL 1010, BIOL 2000, CHEM 2010, CHEM 2011L, MICR 1000, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1550, 1561P)

NURS 2600: Nursing Intervention with the Mother and Newborn: 3 credits

This course prepares students for the adaptation and care process of the mother and newborn. The course emphasis is on the mother’s needs during the pre and postnatal phases. Skills are developed in the care of the newborn so as to identify any situation of characteristics that might represent some difficulty.

(Co-requisite: NURS 2611P)
(Pre-requisite: BIOL 1010-2000, NURS 1000,1050,1200, 1211L, 1300, 1311L,1550, 1561P, 1500, CHEM 2010, 2011L, MICRO 1000)
NURS 2611P: Nursing Intervention with the Mother and Newborn (Practicum): 1 credit

This course develops the necessary skills in nursing for the adaptation process between mother and the newborn. Emphasizes on the mother’s needs during the pre and postnatal phases; of the family in this process, and the direct care of the mother and the newborn. Skills on the direct care of the patient during the prenatal phase in the family context as well as the skill needed to identify characteristics that might represent high risks to the newborn. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisite: NURS 2600)
(Pre-requisite: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550,1561P, 1600, 1611P, 2600, 2611P, MICR 1000, CHEM 2010-2011L)

NURS 2700: Nursing Intervention with the Child and Adolescent with Health Alterations: 3 credits

This course offers the opportunities of learning to acquire knowledge, skills and attitudes necessary to offer direct care to child and adolescent with health alterations. The patient and his/her family is considered and the effects in growth and development in the life cycle. The nursing process is emphasized in the promotion, restoration and maintenance of health and illness prevention. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Pre-requisite: NURS 2711P)
(Pre-requisite: BIOL 1010, 2000, CHEM 2010-2011L, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, MICR 1000)
NURS 2711P: Nursing Intervention with the Child and Adolescent with Health Alterations (Practicum): 1 credit

This course offers the opportunities of learning skills and attitudes necessary to offer direct care to child and adolescent with health alterations and the use of therapeutic techniques with the patient and his/her family. The nursing process is emphasized in the promotion, restoration and maintenance of the health and prevention of the illness. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisite: NURS 2700)

(Pre-requisite: BIOL 1010, 2000, CHEM 2010, 2011L, MICRO 1000, NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P)

NURS 2740: Nursing Interventions with Patients with Mental Health Alterations and Psychiatry: 4 credits

This course provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him/her to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. A holistic view of the human being and the cultural factors that contribute to maintain or alter their maximum functioning. It provides experiences that promote self-knowledge in the student. The use of himself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health intervention for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2751P)

NURS 2751P: Clinical Practice in Nursing Interventions with Patients with Mental Health Alterations and Psychiatry (Practicum): 1 credit

This clinical practice provides the student with educational experiences so that he can develop cognitive, affective and psychomotor skills that will enable him to perform nursing therapeutical interventions with individuals, families and groups which are susceptible to develop mental health alterations. Risk factors needs and treatment of mental disorders will be studied. An holistic view of the human being and the cultural factors that contribute to maintain or alternate their maximum functioning. It provides experiences that promote self-knowledge in the student. The use of himself or herself as an instrument to establish and maintain therapeutical communication and its techniques. Mental health interventions for the community, mental health promotions and primary, secondary and tertiary prevention promotions will be developed as well as individual and group teaching skills.

(Co-requisite: NURS 2740)

NURS 3000: Professional Role of the Nurse in the Present Society: 2 credits

This course introduces the student to holistic concepts, nursing theories, health education, health promotion and roles of the nursing professional. It emphasizes the effects of the values, culture and ethics in the challenges of the nursing professional. The use of computer science in an effective way is emphasized.

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)
NURS 3005: Critical Thinking in Nursing: 3 credits
Development of attitudes and general strategies of critical thinking. Knowledge on common critical thinking in the nursing profession. Development of abilities for clinical judgment. Use of critical thinking to make ethical decisions, apply it in research, teach others, learn and prepare tests. Practice on the abilities of critical thinking.

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

NURS 3010: Physical Examination: 2 credits
This course enables the student to carry out a complete physical examination. The student will be able to identify the strengths in health and the problems of the individual that can act as a bridge to carry out a valuation in nursing, differentiating from the subjective and objective data of the client versus what is obtained in the physical examination. The student studies the systemic irregularities and local disorders.

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611, 2600, 2611P, 2700, 2711P, 2740, 2751P)

(Co-requisites: NURS 3011L)

NURS 3011L: Laboratory of Physical Examination: 1 credit
In this course the student will be able to make a complete physical examination and a health history. The student will recognize abnormal conditions, and will be able to integrate the complete physical examination to the evaluation of the customer’s health.

(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P)

(Co-requisites: NURS 3010)
NURS 3025: Nursing Intervention in the Administration of Medicines: 3 credits
This course provides a review of the basic concepts of pharmacology and posology. Emphasis on nursing processes of the medicine administration, in the clients and family education about the use and effect of the most used medicines according to their classification.
(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

NURS 3050: Research in Nursing: 3 credits
Development of skills to access and select research reports in nursing. Knowledge on the investigation process. Introduction to the interpretation of reports and the application of research findings in the practice.

NURS 3055: Leadership and Management: 3 credits
This course provides an introduction to the basic principles of leadership and management of health care. Necessary tools and concepts for the compliance of the role of the nursing professional in different fields. It is focused in the assurance of quality in health care communications with fellow, health care providers, patients and relatives, consultations, and collaborative relationships. Legal aspects of nursing practice and the effects of legislative processes and policies are emphasized.
(Pre-requisite: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)
NURS 3130: Critical Interventions in Professional Nursing with Children and Adult: 3 credits

This course emphasizes critical professional nursing, interventions with children and adults with pathophysiological disorders. Evaluation skills, diagnostic reasoning based on humanistic and scientific knowledge of acute and chronic pathophysiologies that require critical care are emphasized. Leadership concepts, clinical judgment, systemic reasoning, diversity, legal and ethical responsibilities, research, patient and family education and handling of collaborative problems are also integrated and emphasized in the course.

(Co-requisites: NURS 3131P-3511P)
(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010,3011L)

NURS 3131P: Critical Intervention in Professional Nursing with Adult and Elder (Practicum): 1 credit

This clinical practicum provides the student with the opportunity to intervene in the critical interventions of professional nursing with adults who present pathophysiological alterations. Evaluation skills, diagnostic reasoning based on humanistic and scientific knowledge of acute and chronic pathophysiologies that require critical care are emphasized. Leadership concepts, clinical judgment, systemic reasoning, diversity, legal and ethical responsibilities, research, patient and family education and handling of collaborative problems are also integrated and emphasized in the course.

(Co-requisites: NURS 3130-3511P)
(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

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NURS 3500: Cases Management: 1 credit
This course enables the student to integrate the management of cases in a constantly changing health system. Students will be able to identify strong points and patient’s personal problems that will help provide high quality care. Contemporary models of case management in a hospital atmosphere and actual health services will be analyzed. Students will learn the role of a nursing professional in the handling of cases.

(Co-requisites: None)
(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

NURS 3511P: Critical Intervention in Professional Nursing with Children and Adolescent (Practicum): 1 credit
This clinical practice provides the student with the opportunity to intervene in the critical interventions of professional nursing with children and teens with pathophysiological disorders. It emphasizes the skills of diagnostic evaluation and reasoning based on scientific and humanistic knowledge of acute and chronic pathophysiologies that require critical care. Leadership concepts as well as clinical judgment, systemic thinking, diversity, ethical and legal responsibility, research, patient and family education and the handling of collaborative problems are incorporated and emphasized.

(Co-requisites: NURS 3130, 3511P)
(Pre-requisites: NURS 1000, 1050, 1200, 1211L, 1300, 1311L, 1500, 1550, 1561P, 1600, 1611P, 2600, 2611P, 2700, 2711P, 2740, 2751P, 3000, 3005, 3010, 3011L)

NURS 4010: Valuation and Intervention with Population and Groups: 3 credits
Study of the concepts and principles of public health and nursing in the community. Integration of the knowledge and skills of nursing to be able to provide services that promote and protect the health of groups and population. Evaluation of the health and interventions to provide nursing care to groups and population.

(Co-requisites: NURS 4011P)
NURS 4011P: Valuation and Intervention with Population and Groups Practicum: 1 credit

Application of nursing knowledge and communication skills, interpersonal relations and human care, leadership, management, teaching and critical thinking in evaluating the health, plan, coordinate, implement and evaluate the care to population and groups. Application of research findings. Practice with selected population in selected communities. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

(Co-requisites: NURS 4010)

NURS 4021: Integrating Seminar Nursing: 2 credits

This course will allow the student to demonstrate the knowledge and skills acquired through his/her academic preparation. In this way he will be able to adjust his/her knowledge and skills to prepare himself/herself in a proper way to obtain his/her professional license.


OFSY 1201L: Basic Typing and Lab: 3 credits

In this course emphasis is given to the introduction and mastery of the alphabetic, numerical and symbols using the computer. Also, emphasis in errors corrections in documents, and remediatative practice, basic techniques, speed development, typing precision as well as efficient transfer of the skill to simple problems of typing productions.
OFSY 1250: Speedwriting in Spanish : 3 credits
The student will develop skills in the Spanish speedwriting system, through lecture and writing. Emphasis will be given to the correct usage of language, grammar, dictation and transcription.

OFSY 1301L: Documents Production I and Lab: 3 credits
The development of basic skills of speed and precision are emphasized. At the same time, continued training will be given in the preparation of office duties such as business letters, envelopes, memoranda, outlines, reports and manuscripts. The student will practice the correct basic techniques in the production of typewriting tasks, with material in both English and Spanish languages to be considered.

(Pre-requisite: OFSY 1201L)

OFSY 1351L: Documents Production II and Lab: 3 credits
Development of basic skills, such as: speed, precision and comparison. Emphasis will be given to the production of office documents such as letters with special parts, manuscripts, special reports, minutes, outlines, memoranda, acts, agendas, legal and medical documents, purchase order forms, press release, fax, balance sheet, others. The student will be required to use his own initiative in the performance of these office tasks. Different Spanish and English documents will be completed.

(Pre-requisite: OFSY 1201L, 1301L)

OFSY 1400: Documents Control: 3 credits
This course prepares students to the introduction and the study of the systems to order by an alphabetic, numeric, geographical and by subject manner; including receipts systems, classification, processing, control and disposition of documents. Emphasis is given to the data management application, using a Data Base Program.
OFSY 2101L: Dictation and Transcription of Spanish
Speedwriting and Lab.: 3 credits
This course is designed with the fundamental purpose to enable students to produce grammatically and typewritten correct and precise documents in the computer. Students will review the speedwriting theory learned by practicing dictation of letters with a variety of vocabulary and emphasis in the correct usage of language rules. The student integrates his knowledge with the correct transcription process of different documents.
(Pre-requisite: OFSY 1201L-1250-1301L)

OFSY 2201L: Dictation and Transcription of English
Speedwriting and Lab: 3 credits
This course is a writing system that is based primarily on the English Language alphabet. Through this course the speedwriting transcription skills and English language reinforcement are emphasized. Also, the speed and good work habits are developed in the process of taking dictations.
(Pre-requisite: ENGL 1010-1020, OFSY 1201L-1301L)

OFSY 2450: Administration and Office Techniques: 3 credits
The main purpose of this course is to familiarize the students with all the functions and techniques of the modern office and principles that apply to the planning organization, direction and control of the typical activities of the different offices and in the solution of problems that appear. It also presents the applications of new equipment and the technological changes, and the effects in the administration of the office appear and personnel of support.

OFSY 2501L: Keyboarding and Lab: 3 credits
In this course students will develop skills in the operation and management of the keyboard. The student will learn the key touch sequence of the alphanumeric keyboard, symbols and special characters most frequently used in a personal computer. This course also emphasizes the development of speed and accuracy skills on the keyboard.
OFSY 2700: Word Processing and Electronics Presentations I : 3 credits

This course prepares the students to know how to handle text processors, explaining the necessary functions for the handling of the Word Program and the creation of written documents. It introduces describing them the common elements that they can find such as to create, to write, to modify, and to review texts, to move by the document or to show it in different forms. It also prepares them to keep configurations in the search from archives, as well as in the configuration of the menus and bars of tools. This course provides the minimum knowledge required to prepare the student to take the examination for the Certification from Microsoft Office Specialist (MOS) in Word Core.

(Co requisite: OFSY 2711L)
(Pre- requisite: OFSY 1201L, 1301L)

OFSY 2711L: Word Processing and Electronics Presentations I Lab: 2 credits

The phase of the Word Processing and Electronics Presentation I Laboratory, is a resource used in the development of specific skills in the computerized equipment operations and its functions. It provides the student the opportunity to practice and execute specific functions of the most demanded programs in the work force. This course provides the minimum knowledge required to prepare the student to take the examination for Microsoft Office Specialist (MOS) in Word Core Certification.

(Co-requisite: OFSY 2700) (Pre requisite: OFSY 1201L, 1301L)

OFSY 2751L: Electronic Business Writing and Lab: 3 credits

This course prepares the student to prepare office documents directly to the computer, and making the student conscious of the importance of the language and grammar to the office professional. Also studied is the application of the learned formats to the documents prepared and the specific functions of the information processing program.

(Pre-requisite: SPAN 1010-1020-OFSY 1201L- 1301L)
OFSY 2800: Word Processing and Electronics Presentations II: 3 credits
This course prepares the student in advanced techniques and functions in the Word program. The necessary concepts to create styles, schemes, tables, index and crossed references are explained, as well as to translate, review, share and protect documents, add or create Web pages, combine correspondence and create and use macros. It also includes the basic concepts of PowerPoint program. It provides the minimum knowledge required to prepare the student to take the examination for the Certification of Microsoft Office Specialist (MOS) in Word Expert.

(Co-requisite: OFSY 2811L)
(Pre-requisite: OFSY 2700-2711L, 1201L-1301L)

OFSY 2811L: Word Processing and Electronics Presentations II Lab: 2 credits
The laboratory of the Word Processing and Electronics Presentation II course offers the student the opportunity to apply the knowledge and advanced functions of the Microsoft Word program. It provides the minimum knowledge requirements to prepare the student to take the examination for the certification of Microsoft Office Specialist (MOS) in Word Expert.

(Co-requisite: OFSY 2800)
(Pre-requisite: OFSY 2700-2711L, 1201L,1301L)

OFSY 2851P: Office Practice and Integrating Seminar: 4 credits
The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. It also includes a 25 hours seminar where the student has the opportunity to review the minimum knowledge requirements of the field. Before beginning internship, students must have completed all prerequisites of the courses in accordance with the curriculum of the program.

Prerequisites are as follows:
Legal Secretary Program
OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2450, 2700, 2711L, 2800, 2811L, BUAD 2250, LAW 1100, 1200, 1300, 1400, 1500

Medical Secretary Program:

Information Processing Program:
OFSY 1201L, 2700, 2711L, 2751L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2800, 2811L, PROG 2300, 2311L, BUAD 2250, ACCO 1000

OFSY 3010: Business Translation: 3 credits
Study and analysis of the techniques of translation applied to business correspondence in the office.
(Pre-requisite: ENGL 1010, 1020, 2000)

OFSY 3851P: Office Systems Practice and Integrating Seminar: 4 credits
The office practice reinforces the theory learned in the classroom in a real work scenario. It consists of a cooperative agreement between business, industry and the Institution where the student receives the occupational knowledge and skills in a real supervised job experience. This course reinforces the relation of the academic content to the workforce environment. Includes a special presentation made in Power Point to a selected audience.

Pre-requisites are as follows:

Business Education Program
OFSY 1201L, 1250, 1301L, 1351L, 1400, 2101L, 2201L, 2450, 2700, 2711L, 2751L, 3901L, ACCO 1000

Office System Program
OFSY 3901L: Simulated Office and Laboratory: 3 credits

In this course the student will develop the analysis of different situations in the office environment and decision-making. Creativity and originality will be emphasized when presenting work and will stimulate critical thinking when analyzing real situations in the office. The importance of interpersonal relations, attitudes, ethics, planning and decision-making will be emphasized.

(Pre-requisites: OFSY 1201L, 1301L, 1250, 1351L, 1400, 2101L, 2201L, 2450, 2700, 2711L, 2751L, 2800, 2811L)

PHAR 1000: Pharmaceutical Theory: 3 credits

This course discusses the evolution and history of pharmacy, as well as ancient and modern medicine concepts. Ethics and the role of Pharmacy Technicians in the community are emphasized. Introduces the student to medicine classification, label information, dosage forms, Medical Terminology used in prescription, as well as parts of the prescription and the label.

PHAR 1050: Pharmaceutical Chemistry: 3 credits

This course covers the study of the most important compounds and mixes important that the pharmaceutical products have. Allows the students to relate with the different compounds, formulas and chemical reaction that they will apply in practice when they read literature of the different medicines as well as information about ways of action.

(Co-requisite: PHAR 1300)

(Pre-requisite: PHAR 1000, CHEM 2010-2011L,MATH 1010)

PHAR 1100: Pharmaceutical Mathematics: 4 credits

In this course the students learn systems such as metric, apothecary and avoirdupois to make pharmaceutical mathematics. It discusses different forms to prepare solutions such as dilution and concentrations. Dosage will be determined the amount of medications to dispense as well as the prescriptions to dispense indicated by the doctor.

(Pre-requisite: MATH 1010, PHAR 1000)
PHAR 1300: Pharmacognosy: 3 credits
This course includes the study of medical constituents of plants and animals, their therapeutic properties, processes used for the extraction, as well as, their content in many pharmaceutical products. It also studies medicine and venomous plants of Puerto Rico. The basic concept of Homeopathy is described.
(Pre-requisite: PHAR 1000, BIOL 1010,2000)

PHAR 2151L: Dispensing Techniques Lab.: 2 credits
The role of the Pharmacy Technician, ethics and performance is discussed. It covers prescription readings, intravenous additives and hyper alimentation. Skills in equipment and scales use are emphasized as well as the preparation of prescriptions in today’s world.
(Pre-requisites: BIOL 1010, 2000, MATH 1010, PHAR 1000-1050-1100,1300)

PHAR 2200: Pharmacy Administration: 3 credits
This course includes the basic principles of administration and marketing in pharmacies. Analyzes localization, advertising services and topics on pricing, purchase inventories, discounts and merchandise organization.
(Co-requisite: PHAR 2211L)
(Pre-requisite: PHAR 1000,1100, MATH 1010)

PHAR 2211L: Pharmacy Administration Lab.: 1 credit
Introduction to different programs of Pharmacy Administration. In this lab the student will be able to prepare inventory, add or eliminate inventory, prepare reports and simulate the process of Medical Plan Invoicing of Computerized Pharmacies while dispensing medicines.
(Co-requisite: PHAR 2200)
(Pre-requisites: PHAR 1000,1100, MATH 1010)
PHAR 2250: Pharmaceutical Legislation: 3 credits
Includes the rules and laws that affect the operation of pharmacies in today’s world as well as the pharmacist technician functions. Emphasis is given in laws such as Consumer’s Affairs Department (DACO) regulations, Law of Health Service Reform, Pharmacy Law of Puerto Rico, and the Law of Controlled Substances, among others.
(Pre-requisite: PHAR 1000)

PHAR 2350: Posology: 3 credits
This course studies dosification forms, administration vias, doses calculation and equipment manipulation for the measurement and administration of medicines.
(Pre-requisite: BIOL 1010, 2000, MATH 1010, PHAR 1000, 1050, 1100)

PHAR 2401P: Pharmacy Internship I: 2 credits
This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist supervise the student. This internship provides practice experiences in prescription, labeling, health plans, ordering and inventory.
(Co-requisite: PHAR 2451)
(Pre-requisite: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 1300, 2200, 2211L, 2250, 2350, 2151L, 2560)

PHAR 2411P: Pharmacy Internship II: 2 credits
This practice is done in community or hospital pharmacies. The law requires that an authorized pharmacist must supervise the student. These practical experiences will develop: prescription compounding, labeling, health plans, ordering and pricing skills.
(Co-requisite: PHAR 2461)
(Pre-requisite: BIOL 1010, 2000, CHEM 2010, 2011L, MATH 1010, PHAR 1000, 1050, 1100, 1300, 2151L, 2200, 2211L, 2250, 2350, 2560)
PHAR 2451: Pharmacy Internship Seminar I: 2 credits
This seminar is part of the internship I. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation.

(Co-requisite: PHAR 2401P)
(Pre-requisite: BIOL 1010, 2000, CHEM 2010-2011L, MATH 1010, PHAR 1000, 1050, 1100, 1300, 2200, 2211L, 2350, 2151L, 2250, 2560)

PHAR 2461: Pharmacy Internship Seminar II: 2 credits
This seminar is part of the internship II. The students are oriented about attitudes, responsibilities, practicum requirements and development as a Pharmacy health professional. It also discusses doubts regarding pharmaceutical aspects in this internship, and reinforced activities will be offered for better prescriptions dispensation.

(Co-requisite: PHAR 2411P)
(Pre-requisite: BIOL 1010, 2000, CHEM 2010-2011L, MATH 1010, PHAR1000, 1050, 1100, 1300, 2200, 2211L-2250, -2350-2151L-2560)

PHAR 2560: Pharmacology: 3 credits
This course study the basic concepts of pharmacology. Emphasis is given to brand and commercial names of the medicines, therapeutic group, indication, contraindications, adverse reactions, action mechanism, doses, commercial presentation, available, interactions, storage and labeling.

(Pre-requisite: BIOL 1010, 2000, PHAR 1000, PHAR 1300)

PHAR 2630: Pharmaceutical Specialties I: 3 credits
This course covers medicines. Emphasis is given to brand and commercial names of medicines, therapeutic group, indication, action mechanism, doses, commercial presentation, indication, storage and labeling.

(Pre-requisite: BIOL 1010, 2000, PHAR 1000, 1300, 2560)
PHAR 2650: Pharmaceutical Specialties II: 3 credits

This course covers medicines. Emphasis is given to brand and commercial names of the medicine, therapeutic group, indications, contraindications, adverse reactions, action mechanism, doses, commercial presentation, interaction, storage and labeling.

(Pre-requisites: PHAR 1000, 1300, 2560, BIOL 1010, 2000)

PROG 1030: Data Structures and Programming Logic: 2 credits

This course covers the data structure and representations, arithmetic and logical expressions. The student will perform the analysis, design, evaluation and representation of various algorithms. Among the tools used by the student are flow charts and pseudo code.

PROG 1150: Data Base Design: 3 credits

This course presents the importance of database in an organization in the design, creation and handling of data and the management of software as a tool for the creation and handling of database.

(Co-requisite: PROG 1161L)
(Pre-requisite: ITTE 1010, 1011L)

PROG 1161L: Data Base Design Lab: 2 credits

This course covers the use of software as tools for the creation and management of databases.

(Co-requisite: PROG 1150)
(Pre-requisite: ITTE 1010, 1011L)

PROG 1500: Computers Applications: 3 credits

In this course the student will learn and recognize the basic concepts of computers and their applications.

(Co-requisite: PROG 1511L)

PROG 1511L: Computers Applications Lab.: 1 credit

In this course the student studies the management of applications of the most common computers in the market. Also included is the creation of documents, worksheets, databases and presentations.

(Co-requisite: PROG 1500)
PROG 1550: Operating Systems: 3 credits
In this course the student develops skills in the use and management of Dos, Windows and Unix Operating Systems.
(Co-requisite: PROG 1561L)
(Pre-requisite: PROG 1500-1511L)

PROG 1561L: Operating Systems Lab.: 2 credits
In this course the student develops skills in the installation, management and operation of various operating systems such as: Ms Dos, Windows and Unix.
(Co-requisite: PROG 1550)
(Pre-requisite: PROG 1500, 1511L)

PROG 2250: Applications Development I: 3 credits
This course includes the study and use of the Basic Language in programming geared to objects handled by events. It will emphasize the creation of programs for graphic interface of the user (GUI), which will permit working the environment of the Windows operating system.
(Co-requisite: PROG 2261L)
(Pre-requisite: ITTE 1010, 1011L)

PROG 2261L: Applications Development I Lab: 2 credits
In this laboratory the student will apply the knowledge acquired in the course of PROG 2250 for the creation of programs for graphic interface of the user (GUI) which will permit working the environment of the Window operating system.
(Co-requisite: PROG 2250)
(Pre-requisite: ITTE 1010, 1011L)

PROG 2300: Use and Management of Electronic Sheet: 3 credits
This course covers the presentation of basic concepts, which involves the definition and handling of information files. It also covers the use of software programs such as Excel.
(Co-requisite: PROG 2311L)
(Pre-requisite: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)
PROG 2311L: Use and Management of Electronic Sheet Lab: 2 credits
This course covers the use and implementation of software programs such as Excel and the handling of information files.
(Co-requisite: PROG 2300)
(Pre-requisite: ITTE 1010, 1011L, only for the Business Administration with major in Information Systems Students)

PROG 2350: Operating Systems and Architecture: 3 credits
This course includes the use of personal computers with an operating system geared to graphics. Also, training in the use and handling of Disk Operating System (DOS) and Graphic Operating System (GUI) in order to recognize differences between both systems.
(Co-requisite: PROG 2361L)
(Pre-requisite: ITTE 1010, 1011L)

PROG 2361L: Operating Systems and Architecture Lab: 2 credits
In this course the student acquires skills in the use and management of the operating system (DOS) and (GUI) in order to recognize differences between both systems.
(Co-requisite: PROG 2350)
(Pre-requisite: ITTE 1010, 1011L)

PROG 2371L: Electronics Presentations and Lab.: 3 credits
This course includes theory and practice in the creation of electronic presentations and publications as tools to be used in areas such as technical reports, services and other promotional documents.
(Pre-requisite: TITE 1010, TITE 1011L)

PROG 2470: Analysis, Design and Implementation Systems: 3 credits
This course includes the theoretical concepts for the design and implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.
(Co-requisite: PROG 2481L)
(Pre-requisite: ITTE 1010, 1011L, 1150, 1161L)
PROG 2481L: Analysis, Design and Implementation Systems Lab: 2 credits
This course includes the application of the concepts for the design and the implementation of commercial computerized systems in accordance with the requirements of a modern computerized system.
(Co-requisite: PROG 2470)
(Pre-requisite: ITTE 1010, 1011L, PROG 1150, 1161L)

PROG 3350: Application Development II: 3 credits
Second course in the development of applications using the characteristics, structure and functions of the language Visual Basic Net. It is emphasized the program oriented toward database, development of the Web program and advanced applications on Visual Basic Net. Includes concepts such as: programming related databases, integrity of the database, and introductions to ASP NET, ADO NET; Web forms and working with XML.
(Co-requisite: PROG 3361L)

PROG 3361L: Application Development II Lab.: 1 credit
Second course of laboratory in the development of applications utilizing the characteristics, structure and operation of Visual Basic Net language. It is emphasized the program oriented toward the database, development of Web programming and advanced applications of Visual Basic Net. It includes concepts such as related database programming, integrity of the database, and introduction to ASP, NET, ADO, NET, WEB forms and working with XML.
(Co-requisite: PROG 3350)

PROG 3370: Object Oriented Programming: 3 credits
This course prepares the students in the design and management of programs oriented to objects in a vanguard’s language, JAVA. Emphasizes the use of a compilation JIT (Justin Time).
(Co-requisite: PROG 3371L)
(Pre-requisite: ITTE 1010, 1011L, PROG 1030)
PROG 3371L: Object Oriented Programming Lab.: 1 credit
This course covers the programming oriented to objects as tools for the development of the applications in this environment.
(Pre-requisite: ITTE 1010, 1011L, PROG 1030)
(Co-requisite: EDUC 4551P)

PROG 3420: Data Base Management: 3 credits
This course focuses in the creation, management and maintenance of databases utilizing SQL (Structure Query Language). Also, specific commands and instructions will be used to obtain useful information on databases.
(Co-requisite: PROG 3431L)
(Pre-requisites: PROG 1150, 1161L)

PROG 3431L: Data Base Management Lab.: 2 credits
This course covers the utilization of programs as tools for the creation, management and maintenance of the databases utilizing SQL (Structured Query Language)
(Co-requisite: PROG 3420)
(Pre-requisite: PROG 1150, 1161L)

SEMI 1001: University Environment Seminar: 1 credit
This seminar will provide the student the opportunity and the tools to adapt appropriately to the new environment and for the effective transition toward university life. Through workshops, conferences, dynamics and other strategies, the student will be able to know himself better, to identify the personal and academic areas to improve and skills to strengthen in order to achieve a better quality in personal, student and professional life.
SEMI 2009: Seminar of Present Issues: 3 credits

The Seminar will consist of a learning experience to take the aptitude test for the certification of teachers, taking into account pedagogical situations and study of cases and giving emphasis in the educational research in order to present the subjects that then have the attention of the educational field and which they will allow the student to analyze them critically while it stays to the day in such, and to create awareness of the importance of his professional development.

(Pre-requisite: EDUC 2020, 2030, 3120, 3140, 3150, 3170, 4130)

SEMI 4001: Integrating Seminar: 1 credit

In this course the student will have the opportunity to integrate the theoretical and practical knowledge acquired during the courses in the Bachelor’s degree, through individual and group workshops and reviews among other strategies.

(Pre-requisite: EDUC 4140, 4150, 4160, 4170, (Co-requisite: EDUC 4551P)

SOSC 1010: Social Sciences I: 3 credits

The Social Sciences course is the study of the basic principles of our existence and of human relations. It will include the social incorporation of the individual into his/her cultural background; Puerto Rico and its relation with the social and historical development of the Western civilization. The student will integrate the interdisciplinary focus of the main economic, sociological and political problems of the contemporary world. Also, it includes the discussion of some psychological and anthropological theories and aspects of the human personality.

SOSC 1020: Social Sciences II: 3 credits

Analysis of the fundamental concepts of economics, politics, sociology, geography and environmental politics with emphasis on the systems, philosophies, and their impact in society.
SOSC 1030: Social Sciences: Tendencies and Perspectives: 4 credits*
This course introduces the student to the discipline of the Social Sciences. The student will know the concepts, principles and theories of each discipline and the impact in the educational development. The goal is to get the human being integration to be pertinent in his life.

SPAN 1010: Basic Spanish I: 3 credits
The course Basic Spanish I will develop in the student language skills for the oral and written expression and the command of the techniques for public speaking. This will be carried out through reading and the analysis of the two important literary genders: the essay, poem and subjects of general interest.

SPAN 1020: Basic Spanish II: 3 credits
This course consists of reading exercises and analysis of literary genders such as, for example: the story, the drama and the novel, in the Spanish, Hispano-American and Puerto Rican literature. Develop the language skills in the vernacular language for the comprehension of literary texts and written expression of the analysis of texts. Includes a review of writing techniques and development of skills for oral expression learned during the course SPAN 1010.

(Pre-requisite: SPAN 1010)

SPAN 2000: Business Spanish: 3 credits
This course has been designed to relate the students with logical and psychological examples necessary to achieve effective business writing. Critical thinking, analysis and synthesis will be emphasized.

(Pre-requisite: SPAN 1010,1020)

SPAN 2020: Writing and Composition: 2 credits
In this course the student will strengthen writing skills learned in SPAN1010, SPAN1020; through reading and text comprehension, the study of vocabulary, and the grammar structures necessary to express himself correctly. Emphasis is made on the expositive and argumentative writing using the computer and the multimedia resources.

(Pre-requisites: SPAN 1010,1020)
STAT 2000: Introduction to Statistics: 3 credits
This course covers some of the most essential topics in modern descriptive statistics. It consists of three parts: an introduction where in a simple manner it is enforced the steps in a scientific method are emphasized; classification and presentation of quantitative and qualitative statistic data, and the analysis and way of presenting them.

(Pre-requisite MATH 1010)

STAT 3300: Inferential Statistics: 3 credits
This course is the study of the probability distribution and its use in the determination of population parameters, proper sampling, significant levels estimates, chi square, variance, regression, and correlation analysis in decision making.

(Pre-requisites: MATH 1010, STAT 2000)

TEEN 1500: Technical English: 3 credits
Introduction to technical English. Designed to enable students to communicate oral and written using technical English language. This course is offered only for the students in the Certificate in Computer Repair Program.

TEEN 2150: Technical English for Electronics: 3 credits
This course covers basic technical English vocabulary with the purpose of providing students with a working knowledge with basic tools of oral and written expression. Special emphasis is given to technical vocabulary use in documents such as letters, memos, reports, as well as reading and writing skills.

(Pre-requisite: ENGL 1010, 1020)

TOUR 1000: Introduction to the Tourism Industry: 3 credits
This course studies the origin and development of the tourism industry with emphasis in the organization integrated in this industry, their functions and interrelations. Also, the economic and social impact of tourism will be studied.
TOUR 1050: International Air Traffic: 3 credits
This course studies the national and international airlines services. It includes related travel information such as: codes, flight schedules and connections. It studies the types of aircraft, luggage, taxes and others. It also offers knowledge on national and international air fares, considering their regulations. The student will be able to use the air traffic documents adequately.

(Pre-requisite TOUR 1000)

TOUR 1080: Food and Beverages Department Operations: 3 credits
In this course, the students will study the general aspects and importance of a hotel’s food and beverage department, related areas as: the kitchen, restaurant and bar. The course also studies the different types of services offered to guests and organization of business and social activities.

TOUR 1100: Introduction to the Hospitality Industry: 3 credits
This course studies the origin of the hospitality industry and the contribution of the first leaders. Overachieves other specialities in the corporation markets, in pleasure, health and others. It studies the different hotel types and categories. It also studies its departments: rooms, management, food and beverages and engineering.

TOUR 1120: Introduction to the Travel Industry: 3 credits
This course studies the administration and operation of the travel agencies, its classification, organization, automatization and its relation with the air lines, hotels, car rentals companies and excursions wholesalers. It will be emphasized in the roll of a travel agent, how to prepare and submit traffic documents, administrative forms and sales report. In addition the documents of air traffic will be used suitably.

(Pre-requisite: TOUR 1000)

TOUR 1200: Tourist Legislation: 3 credits
This course studies the tourist legislation. The student will study and analyze the laws and jurisprudence that regulate the relations between the Tourism Industry and their local and international customers. Among other laws, it will cover the Hospitality Law, Gambling Law, Immigration Law and the laws that regulate the airlines and travel agencies in Puerto Rico.
TOUR 2030: Wholesales Excursions: 3 credits

This course studies the different types of domestic and international tours, individual and group. It also studies cost information, taxes and requirements over net prices and prices subject to commissions. Hotel categories, reservation and sales of excursions, cruises and car rental are included. It also emphasizes in the organization and creation of excursion and its information brochures.

*(Pre-requisite TOUR 1000)*

TOUR 2051L: Introduction to SABRE Reservations System I and Lab.: 3 credits

This course studies the automated procedures created for the tourism industry. It also studies the different formats of the SABRE system used in the creation of the “PNR” (Passenger Name Record) and its modifications. It includes flight schedules, fare and seat assignment formats, among others. It also emphasizes the application of the automated procedures, flight reservations, quotes, and fares.

*(Pre-requisite TOUR 1000)*

TOUR 2100: Groups and Conventions: 3 credits

This course studies the operational concepts of the planning, development and services in conventions and meetings. It also emphasizes the study of the main marketing segments of the conventions and the techniques of effective sales for these groups. It includes knowledge on the preparation and presentation of tourist exhibitions.

*(Pre-requisite TOUR 1000)*

TOUR 2151L: SABRE Reservations System II and Lab.: 2 credits

This course studies the computerized reservations systems (SABRE) by direct access to airlines. It includes information and reservation of hotels and cars; “queues” system and fares: its regulations and restrictions.

*(Pre-requisite: TOUR 2051L, 1000)*
TOUR 2230: Rooms Divisions and Housekeeping Operations: 3 credits
This course studies the administrative process in the hotel operational areas. Emphasis will be given to the operational phase of the Reception Department, its formal organization, reservations, check-in, and check-out process, and the relationship with guests and personnel. It will also focus in the housekeeping department operations.
(Pre-requisite: TOUR 1000)

TOUR 2421P: Tourism and Hospitality Practice: 3 credits
This course reinforces the theory that experience in the job is as valuable as the learning experience in the classroom. During their Tourism and Hospitality practice hours students will receive direct and indirect instructions as well as knowledge and occupational skills.
(Pre-requisite: TOUR 1000, 1080, 1100, 1120, 1200, 2030, 2051L, 2151L, 2100, 1050, 2230, GEOG 1010, 1020)
ACADEMIC CALENDARS
### FIRST TERM
#### AUGUST TO NOVEMBER
#### 2006-2007
#### Bayamón / Arecibo / Northeast Campuses

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 7</td>
<td>August term classes begin</td>
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<tr>
<td>(Monday)</td>
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<tr>
<td>August 7-12</td>
<td>Add/Drop period and late registration</td>
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<td>(Monday to Saturday)</td>
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<tr>
<td>August 14-19</td>
<td>Late registration continues (no changes)</td>
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<td>(Monday to Saturday)</td>
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<td>August 26</td>
<td>Deadline for grade changes from prior term</td>
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<td>(Saturday)</td>
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<td>September 4</td>
<td>Labor Day (Holiday)</td>
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<td>September 25-30</td>
<td>Week where faculty inform students of their progress in their classes</td>
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<td>(Monday to Saturday)</td>
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<td>September 28</td>
<td>Last day for Faculty to remove incompletes</td>
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<tr>
<td>(Thursday)</td>
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<tr>
<td>September 30</td>
<td>Last day to apply for changes of major</td>
</tr>
<tr>
<td>(Saturday)</td>
<td>Last day to apply for withdrawal as per “Return of Title IV Funds” policy</td>
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<tr>
<td>October 12</td>
<td>Columbus Day (Holiday)</td>
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<td>(Thursday)</td>
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<tr>
<td>October 14</td>
<td>Last day to apply for graduation for first term</td>
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<td>(Saturday)</td>
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<tr>
<td>October 6-11</td>
<td>Academic Counseling and Registration for November term (Arecibo)</td>
</tr>
<tr>
<td>(Friday to Friday)</td>
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</tbody>
</table>
October 13-19  Academic Counseling and Registration for November term (Bayamón Campus) (Friday to Thursday)
October 20-26  Academic Counseling and Registration for November term (Río Grande Campus) (Friday to Thursday)
October 28  Last day for total withdrawals (Saturday)
November 3  Final exams period for courses given on Fridays (Friday)
November 4  Final exams period for courses given on Saturdays (Saturday)
November 6  Final exams period for courses given on Mondays & Wednesdays (Monday)
November 7  Final exams period for courses given on Tuesdays & Thurs (Tuesday)
Term ends
November 10  Deadline for Faculty to submit final grades of all students to the Registrar’s Office on or before 3:00 PM (Friday)
SECOND TERM
NOVEMBER TO MARCH
2006-2007
Bayamón / Arecibo / Northeast Campuses

November 13  (Monday)  Regular session classes begin

November 13-18  (Monday to Saturday)  Add/Drop period and late registration

November 20  (Monday)  Puerto Rico Discovery Day (Holiday)

November 23-25  (Thursday to Saturday)  Academic Recess (Thanksgiving Recess)

December 9  (Saturday)  Deadline for submission of grade changes from prior term

Dec. 25 – January 5  (Monday to Friday)  Christmas Recess

January 6  (Saturday)  Three Kings Day (Holiday)

January 8  (Monday)  Eugenio María de Hostos Day (Holiday)

January 9  (Tuesday)  Second term continues following Christmas recess

January 15  (Monday)  Martin Luther King, Jr. Day (Holiday)

January 22–27  (Monday to Saturday)  Week where faculty inform students of their progress in their classes

January 24  (Wednesday)  Last day for Faculty to remove incompletes from prior term

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<tr>
<td><strong>January 26</strong></td>
<td>Last day to apply for withdrawal as per (Return of Title IV funds policy)</td>
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<tr>
<td><strong>January 27</strong></td>
<td>Last day for changes to major</td>
</tr>
<tr>
<td><strong>February 5–8</strong></td>
<td>Academic Counseling and Registration for the March to June term 2006-2007 (Rio Grande Campus)</td>
</tr>
<tr>
<td><strong>February 9-15</strong></td>
<td>Academic Counseling and Registration for the March to June term 2006-07 (Arecibo Campus)</td>
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<tr>
<td><strong>February 10</strong></td>
<td>Last day to apply for graduation for second term</td>
</tr>
<tr>
<td><strong>February 19</strong></td>
<td>Presidents’ Day (Holiday)</td>
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<tr>
<td><strong>February 16-22</strong></td>
<td>Academic Counseling and Registration for the March to June term 2006-07 (Bayamón Campus)</td>
</tr>
<tr>
<td><strong>February 24</strong></td>
<td>Last day for total withdrawals</td>
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<tr>
<td><strong>March 1st</strong></td>
<td>Final Exams Period for courses given on Tuesdays Thursdays</td>
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<td><strong>March 2</strong></td>
<td>Final Exams Period for courses given on Fridays</td>
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<tr>
<td><strong>March 3</strong></td>
<td>Final Exams Period for courses given on Saturdays</td>
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<tr>
<td><strong>March 7</strong></td>
<td>Final exams period for courses given on Mondays and Wednesday</td>
</tr>
<tr>
<td><strong>March 9</strong></td>
<td>Deadline for Faculty to submit final grades of all students to the Registrar’s Office on or before 3:00 PM</td>
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</table>
THIRD TERM
MARCH TO JUNE
2006-2007
Bayamón / Arecibo / Northeast Campuses

March 12        Regular session classes begin
(Monday)

March 12-17     Add/Drop period and late registration
(Monday to Saturday)

March 22        Slavery abolition Day (Holiday)
(Thursday)

March 31        Deadline for grade changes from prior term
(Saturday)

April 2-7       Holy Week recess
(Monday to Saturday)

April 16        José De Diego Day (Holiday)
(Monday)

April 28        Last day to apply for graduation for third
(Saturday)      term

April 30 - May 4 Education Week
(Monday to Friday)

May 3          Students Day
(Thursday)

May 4          Educators Day
(Friday)

May 7-12       Week where faculty inform students
(Monday to Saturday) of their progress in their classes

May 11         Last day for Faculty to remove incompletes
(Tuesday)      from prior term

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<tr>
<td>May 12</td>
<td>Last day for change of majors</td>
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<tr>
<td>(Saturday)</td>
<td>Last day to apply for withdrawals as per “Return of Title IV Funds” policy</td>
</tr>
<tr>
<td>May 18-24</td>
<td>Academic Counseling and Registration for the August to November term 2007-08 (Río Grande Campus)</td>
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<tr>
<td>(Friday to Thursday)</td>
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<tr>
<td>May 25 - 31</td>
<td>Academic Counseling and Registration for the August to November term 2007-08 (Bayamón Campus)</td>
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<tr>
<td>(Friday to Thursday)</td>
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<td>May 28</td>
<td>Memorial Day (Holiday)</td>
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<tr>
<td>June 1-7</td>
<td>Academic Counseling and Registration for the August to November term 2007-08 (Arecibo Campus)</td>
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<tr>
<td>(Friday to Thursday)</td>
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<tr>
<td>June 9</td>
<td>Last day for total withdrawals</td>
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<td>(Saturday)</td>
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<td>June 15</td>
<td>Final exams period for courses given on Fridays</td>
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<td>(Friday)</td>
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<tr>
<td>June 16</td>
<td>Final exams period for courses given on Saturdays</td>
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<tr>
<td>June 19</td>
<td>Final exams period for courses given on Tuesdays and Thursdays</td>
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<tr>
<td>June 20</td>
<td>Final exams period for courses given on Mondays and Wednesdays</td>
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<tr>
<td>June 22</td>
<td>Deadline for Faculty to submit final grades of all students to the Registrar’s Office on or before 3:00 PM</td>
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</tbody>
</table>
July 3 (Tuesday)  Graduation—all Campuses

June 26 (Wednesday)  Final exams period for courses given on Mondays & Wednesdays

       Term ends

June 28 (Wednesday)  Deadline for Faculty to submit final grades of all students to the Registrar’s Office on or before 3:00 PM
CERTIFICATION

We hereby certify that this catalog is, to the best of our knowledge, a truthful representation of our offerings, curricula, and facilities.

To this effect, we hereby submit the same on the 1st day of January of 2007.

Dr. Carmen Zoraida Claudio
President

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Telephone; (787) 780-5134
Fax: (787) 740-7360

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